



Monthly Company Update: Engaging Communication and Consistent Editorial Design

A comprehensive overview of our company's editorial style, key messages, achievements, and upcoming plans to keep employees informed and connected

Monthly Company Update – Template Overview



Template Style and Format

Vertical A4 portrait Google Slides
newsletter template with
magazine/editorial feel



Tone and Layout Approach

Casual tone for employees: clear
sections, scannable layout, and friendly
microcopy



Design Structure and Consistency

Use a modern thin-divider grid (2-
column or 3-column) to keep text tidy
and consistent

Design System: Grid, Dividers, and Typography



Grid Layout Choices

Choose a 2-column grid for most sections, switch to 3-column for compact widgets



Divider Application

Apply thin vertical and horizontal dividers to create clean editorial blocks (no heavy borders)



Typography Hierarchy

Keep type hierarchy simple: headline, subhead, body; use generous spacing for readability

Executive Message (Top Editorial Feature)



Executive Note

Lead with a short executive note: 3–5 sentences that set the month's vibe and priorities



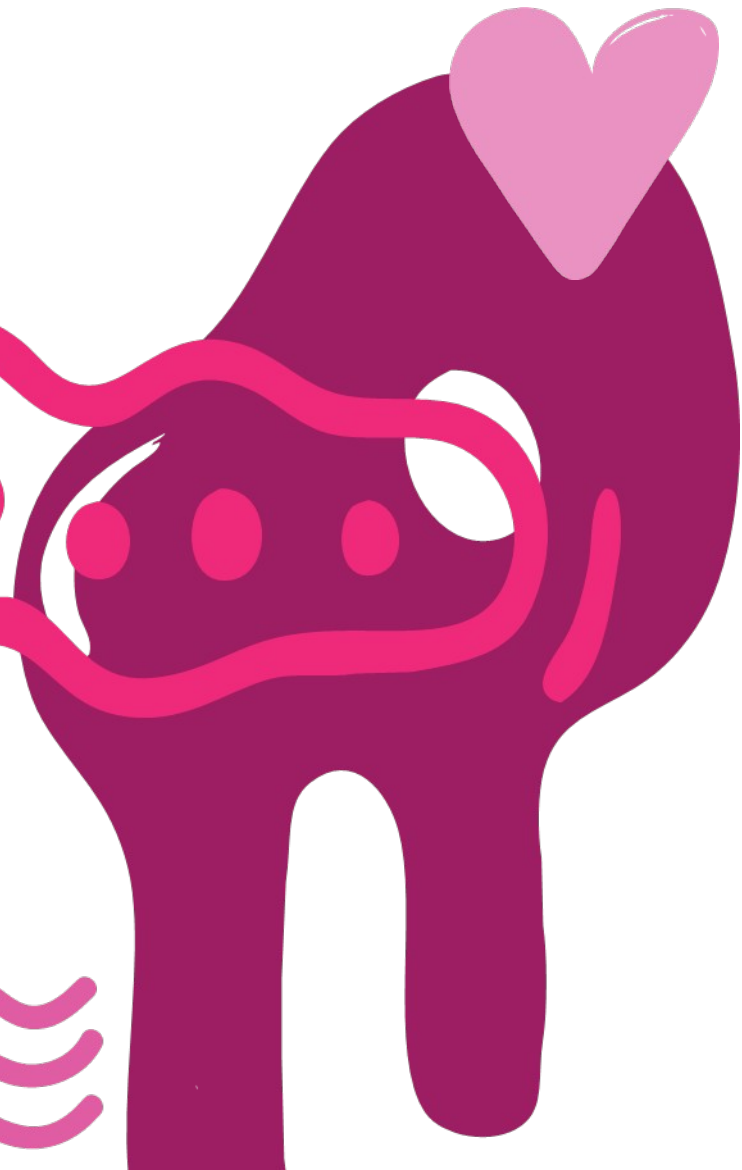
Key Theme Callout

Add a supporting callout box for one key theme (e.g., "Focus this month: Customer + Quality")



Signature Row

Include a small signature row: leader name, title, and optional "Let's keep it going" line



Employee Spotlight (Story + Social Proof)



Feature One Employee

Feature one employee with a friendly photo and a short “how they shine” story



3-Item Grid Highlights

What they do
Why it matters
Fun fact



Mini Shoutout Quote

Close with a mini shoutout quote from a peer or manager (keep it warm and specific)

Major Achievements & Milestones (Editorial Timeline Block)



Headline Milestone: Big Win of the Month

Start with the headline milestone (the “big win” of the month)



Supporting Wins in Chronological Order

Add 3–4 supporting wins in chronological order using compact thin-divider cards



Impact Context and Changes

Finish with impact context: what changed for customers, teams, or internal operations

Upcoming Events & Key Dates (What's Next)

Big Picture

Summary of what's coming up



Key Dates

List 5–8 items in a clean grid with thin dividers



Action Prompt

Add to your calendar



Policy Updates (Plain Language + Version Control)



Summarize changes in plain language

What's new, who it affects, and when it starts



Policy Snapshot box

Use a small "Policy Snapshot" box with 2–3 bullets max to avoid long paragraphs



Additional resources

Add a link placeholder to the full policy and a "Questions? Contact HR/People Ops" line

Slack Highlights Widget (Fun + Shareable)



Top Level: Slack Highlights Header

Slack Highlights header with a friendly vibe line (e.g., “Good news from the channels!”)

Middle Level: Highlight Cards

3 highlight cards (wins, helpful tips, shoutouts) with short quotes or reactions

Bottom Level: Try This Micro-tip Card

One “Try this” micro-tip card (tool, workflow, or best practice from the team)

Quote of the Month + Wrap-Up (Closing Page)



Quote of the Month

One memorable line with attribution and role/team

Month Recap

2–3 short takeaways that reinforce the executive theme

Thanks + Next Steps

A friendly sign-off and reminder where to find updates