



Example Email Communications for staff affirming their gender

Example 1 - Communication from staff member to manager

Dear [Manager],

I would like to speak to you regarding some important news that will require your support and understanding as well as some changes in the workplace.

You may or may not be aware that I am currently in the process of gender affirmation, and intending to [outline any plans] over the coming months.

At the moment you know me as _____ and have likely assumed that my gender is _____. My gender affirmation means that I am actually _____ [gender] and intend to _____ [indicate actions to take] and to use _____ [name] and _____ as my pronouns from _____ [date].

I am appreciative of your support, and I am open to sharing what this journey means to me.

UNSW's [Gender Affirmation Guideline](#) has been a useful guide for me, and I am hoping we can meet to discuss a plan for recognising my gender at work.

Affirming my gender will help me feel more comfortable in the workplace and will help me do my best work. I will send through a meeting request shortly / Could you please let me know a suitable time to meet? I would prefer this meeting to be held [outline preference].

Regards

[insert name]

Example 2 - Communication from staff member to team / colleagues

Dear team,

I am emailing to let you know about some personal news, and I am hoping to receive your support and understanding.

UNSW is committed to a culture of inclusion, understanding and respect so that all of us feel empowered to be our whole selves in the workplace.

Those words are particularly significant to me. I am taking a very important life step and affirming my gender (*or coming out as [gender]*). From [date], I will use [pronouns] and [name].

I appreciate that many of you may not have had direct experiences with anyone who has affirmed their gender and as such I would like to invite you to attend an awareness session about gender affirmation, so you can learn about why and how important this is for me.

What will the awareness session cover?

The session will be delivered by [Pride in Diversity](#), UNSW's external LGBTIQ+ workplace inclusion partner and will cover:

- An overview of gender affirmation and what it means to be trans and gender diverse
- The process of affirming one's gender
- What to expect (e.g., use of appropriate pronouns)
- What can you do to support your colleague
- Any questions you may have

Even if you have prior knowledge or experience about trans and gender diverse people, I strongly encourage you to attend this awareness session on [date/time] in [location] to have an open discussion and ask any questions in a safe and confidential space.

In the meantime, here is a [language guide](#) on TransHub, an online information platform for trans and gender diverse people, their loved ones, allies and health professionals, that explains key terms and offers examples of language and pronouns. For further information, please visit [TransHub](#).

If you have any questions, please don't hesitate to contact [me/your Manager at phone/email], your HR Business Partnering Team member [name] or Access, Equity and Inclusion for a confidential chat.

Regards

[insert name]

Example 3 - Communication from the manager to team /colleagues

Dear colleagues / team,

I am emailing to let you know about some important news regarding one of our colleagues, and I kindly request your support and understanding as we navigate some changes.

UNSW's commitment to 'fostering a culture of inclusion, understanding and respect so that all of us feel empowered to be our whole selves in the workplace' is particularly significant to _____[name], who is affirming their gender

Even if you don't work directly with [name], news travels fast, so they would like [you/xxx Division] to know that they are taking a very important life step and affirming their gender at work. [Name's] immediate team is already aware.

[Name] is currently on leave and will be returning to work on [date] as [gender]. They will continue to be known by / are changing their name to _____, and will use the pronouns _____ from _____[date].

I appreciate that you may have little or no direct experience of anyone who has affirmed their gender, and it may raise questions or concerns. UNSW's [Division of Equity Diversity and Inclusion](#) website offers resources. You can also contact them directly for assistance. I would also suggest the website [TransHub](#), an online information platform for trans and gender diverse people, their loved ones, allies and health professionals. This website explains key terms and offers examples of language and pronouns.

[Name] has the full support of [team] and I know that each of you will be respectful and considerate.

If you have any questions, please don't hesitate to contact [me/your Manager at phone/email], your HR Business Partnering Team member [name], Access, Equity and Inclusion for a confidential chat, and the EAP counselling service [Benestar](#).

Regards

[insert name]