



Notify your learners

To ensure your learners don't skip a beat in their learning, be sure to inform them about the upcoming upgrade using the email template below, and share resources like the [learner upgrade video](#).

You may not be able to access Lynda.com during the day of the upgrade, so choose a day when your access interruption will have the least impact. Your learners will continue to have access to Lynda.com until the upgrade.

In your note to your learners, consider communicating the following messages:

1. Benefits of upgrading to LinkedIn Learning
2. The scheduled date of the upgrade
3. All learner histories and data will be automatically carried over
4. The benefits of connecting a LinkedIn profile
5. Link to [website](#) where learners can access more information

Sample email template

Subject: Your Lynda.com account is upgrading to LinkedIn Learning

Hello,

I'm excited to let you know that we'll be upgrading one of your learning and development benefits, Lynda.com, to LinkedIn Learning. LinkedIn Learning has the same great content as Lynda.com, and it will provide a more personalized experience.

Your account will be upgraded on <input date of upgrade>, at which time you will no longer be unable to access Lynda.com. But don't worry, all your learning activity and history will be seamlessly transferred to LinkedIn Learning. After the upgrade is completed, you'll receive an email to activate your LinkedIn Learning account.

[Check out this website](#) for more information on upgrading to LinkedIn Learning. I look forward to the upgrade and seeing how LinkedIn Learning helps you continue growing in your career.

Best,
{NAME}
Master Admin | {name@email.com}