

Important Announcement Regarding Business Restructuring

Dear Team,

We are reaching out to inform you about an important change that will be taking place within our organization. As we continuously strive to improve our operations and adapt to the current business environment, we have decided to undergo a restructuring process.

This decision was made after careful consideration of our long-term goals and the need to enhance our effectiveness in serving our clients and meeting market demands. The restructuring will involve adjustments to certain departments and roles.

We understand that change can be challenging, and we want to assure you that this decision has not been made lightly. Our primary aim is to ensure the growth and sustainability of the company while also enhancing our working environment.

We are committed to supporting all employees during this transition period. Further details will be provided in the upcoming weeks, and we will hold a town hall meeting to address any questions or concerns you may have.

Thank you for your continued dedication and hard work. Together, we will navigate this change and emerge stronger.

Sincerely,

[Your Name]

[Your Position]

[Company Name]