

Important Notice: Business Restructuring

Dear Department Heads,

As part of our ongoing efforts to enhance operational efficiency and promote growth, we are implementing a restructuring plan that will affect the organization in several key areas.

Overview of Restructuring Strategy

The restructuring will involve:

- Revising departmental roles and responsibilities
- Streamlining processes to reduce redundancies
- Improving collaboration between departments
- Realigning resources to better support key projects

Impact on Departments

Each department will undergo a thorough review to determine specific changes. We will schedule meetings with individual department heads in the coming weeks to discuss:

- Changes in team structure
- Updates to current projects
- Resource allocation
- Strategies for support during this transition

Timeline

The restructuring process will commence on **[Start Date]** and is expected to conclude by **[End Date]**. We aim to ensure minimal disruption to ongoing operations.

Support and Communication

We understand that this change may raise questions. Please do not hesitate to reach out to the HR team or myself for any clarification you may need during this period.

Thank you for your cooperation and continued dedication to our company as we navigate these changes.

Sincerely,

[Your Name]
[Your Position]

[Company Name]
[Contact Information]