

Notification of Business Restructuring

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Company Name]

Subject: Notification of Business Restructuring

Dear [Stakeholder Name],

We hope this message finds you well. We are writing to formally notify you of an upcoming restructuring plan within [Your Company Name]. This decision has been made after thorough consideration and is intended to enhance our operational efficiency and ensure long-term sustainability.

The restructuring will involve [briefly outline the key changes, e.g., departmental shifts, potential layoffs, new operational strategies]. We believe these changes are necessary to adapt to [mention any relevant market conditions, challenges, or opportunities].

Please rest assured that we are committed to minimizing any disruptions during this transition. We highly value your support, and we are dedicated to keeping you informed throughout this process.

If you have any questions or require further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]