

Dear Team,

We are writing to inform you about an important restructuring initiative within our organization that will take effect starting [Effective Date]. This decision has been made after careful consideration and is aimed at enhancing our operational efficiency and driving our strategic goals.

The new structure will streamline our processes, improve collaboration among teams, and ultimately position us for greater success in the competitive landscape. We understand that change can be unsettling, but we are committed to ensuring a smooth transition for all employees.

Key details about the restructuring include:

- Department consolidations: [Details]
- New reporting lines: [Details]
- Opportunities for professional development: [Details]

We encourage you to reach out to your managers with any questions or concerns you may have during this transition. We value your contributions and remain dedicated to supporting each of you throughout this process.

Thank you for your continued hard work and dedication to our mission.

Sincerely,
[Your Name]
[Your Job Title]
[Organization Name]