

Letter to Board Members

Date: [Insert Date]

Dear Board Members,

As part of our ongoing effort to enhance operational efficiency and align our resources with our strategic goals, we are implementing an organizational restructuring. This decision has been made after thorough consideration and a comprehensive analysis of our current organizational structure.

The restructuring aims to:

- Streamline decision-making processes
- Enhance communication across departments
- Improve resource allocation
- Increase our market adaptability

We understand that changes of this nature can raise questions and concerns. Our leadership team is committed to ensuring a smooth transition, and we will provide ongoing updates as we move forward.

Please feel free to reach out if you have any questions or require further clarification on any aspect of this restructuring plan.

Thank you for your support and commitment as we navigate this important phase for our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]