

Important Notice Regarding Organizational Restructuring

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about some significant changes currently taking place within [Company Name] as part of our organizational restructuring efforts. This decision has not been made lightly, and we understand the impact it may have on you.

As we strive to align our resources with our strategic goals, we regret to inform you that your position as [Job Title] will be affected by these changes. Your last working day with the company will be [Insert Date].

We want to assure you that we are committed to supporting you during this transition. Here are some details regarding the next steps:

- **Severance Package:** You will be eligible for a severance package as per company policy. Further details will be provided to you shortly.
- **Outplacement Services:** We will provide outplacement services to assist you in your job search.
- **Final Paycheck:** You will receive your final paycheck, including any accrued vacation days, on [Insert Payment Date].

We genuinely appreciate your contributions to [Company Name] and wish you all the best in your future endeavors. Please do not hesitate to reach out to [HR Contact Information] if you have any questions or need further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]