

Organizational Restructuring Update

Dear Team Leaders,

We hope this message finds you well. We are writing to inform you about some important changes that are taking place as part of our ongoing efforts to enhance our organizational efficiency and effectiveness.

As you may know, we have been reviewing our current structure and exploring ways to better align our resources with our strategic goals. After careful consideration, we have decided to implement a restructuring plan that will involve the following changes:

- Realignment of departments to improve collaboration.
- Introduction of new roles and responsibilities across teams.
- Streamlining processes for enhanced productivity.

These changes will take effect on **[Effective Date]**. We understand that change can be challenging, and we are committed to supporting you and your teams throughout this transition.

We will be holding a meeting on **[Date & Time]** to discuss these changes in more detail and address any questions you may have. Your feedback is invaluable, and we encourage open communication.

Thank you for your understanding and collaboration as we work together to make our organization stronger.

Best regards,

[Your Name]
[Your Position]
[Company Name]