

Notice of Organizational Restructuring

Date: [Insert Date]

To: All Employees

From: [Your Name]

Title: [Your Title]

Organization: [Your Organization]

Dear Team,

We are writing to inform you of an important change within our organization. As part of our ongoing efforts to improve efficiency and enhance our ability to serve our clients and stakeholders, we will be undergoing a restructuring process. This decision has not been made lightly and follows extensive analysis and deliberations.

Key changes will include:

- [Detail 1: Describe the first major change]
- [Detail 2: Describe the second major change]
- [Detail 3: Describe any additional changes]

We understand that changes such as these can create uncertainty. Therefore, we are committed to providing support throughout this transition. We will hold a series of meetings for all employees to address questions and outline the next steps.

Thank you for your understanding and cooperation as we implement these changes. We believe that these adjustments will position us for greater success in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]