

# Letter of Organizational Change

Date: [Insert Date]

To: [Employee's Name]

[Employee's Position]

[Company Name]

Dear [Employee's Name],

We are writing to inform you about an important change within our organization that will take effect on [Insert Effective Date]. As part of our ongoing efforts to improve [specific areas, e.g., efficiency, structure, etc.], we are implementing [describe type of change, e.g., restructuring, new management, departmental changes, etc.].

This change is aimed at [briefly explain the reason for change and expected outcomes, e.g., enhancing collaboration, improving productivity, etc.]. We believe that these adjustments will better position our company to meet the challenges of our industry and provide more comprehensive support to our clients.

As a valued member of our team, your role will be affected as follows: [describe specific changes to the employee's role, department, or responsibilities]. We want to ensure that you feel supported throughout this transition and encourage you to reach out with any questions or concerns.

We appreciate your dedication during this time of change and look forward to your continued contributions to our organization. Together, we can navigate this transition successfully.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]