

Announcement of Organizational Restructuring

Dear [Employees/Team],

We are writing to inform you about an important organizational restructuring plan that will be effective from [effective date]. This decision has been made in order to enhance our efficiency, improve our service delivery, and better align with our strategic goals.

As part of this restructuring, [briefly describe key changes, such as new teams, leadership changes, or department realignments]. We believe that these changes will bring about positive impacts on our operations and contribute significantly to our long-term success.

We understand that this may bring about a period of adjustment and we are committed to supporting all employees through this transition. We will be holding a Q&A session on [date/time] to address any concerns you may have and provide further details regarding the changes.

Thank you for your hard work and dedication during this time. Your contributions are invaluable to the success of our organization.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]