

Dear Team,

We are writing to inform you about an important change taking place within our organization. As part of our ongoing efforts to enhance operational efficiency and better serve our customers, we will be undergoing a restructuring process.

This decision has not been made lightly, and we believe that this will position us for growth and success in the future. We value the hard work and dedication that each of you brings to our company, and we are committed to keeping you informed throughout this transition.

In the coming weeks, we will provide additional details regarding the specific changes, the timeline for implementation, and how this may impact your roles. We encourage you to approach your department heads with any questions or concerns you may have.

Thank you for your continued support and cooperation during this time of change.

Sincerely,
The Management Team