

Memo: Division Reorganization

Date: [Insert Date]

To: [Department/Division Name]

From: [Your Name/Position]

Subject: Upcoming Division Reorganization

Dear Team,

As part of our ongoing efforts to improve efficiency and better align our resources with the company's strategic goals, we are initiating a reorganization within our division.

The key changes will include:

- Restructuring teams to enhance collaboration and communication.
- Adjusting roles and responsibilities to better meet client needs.
- Introducing new management positions to focus on key projects and initiatives.

We understand that change can bring uncertainty, and we are committed to keeping you informed throughout this process. We will be holding a meeting on [Insert Date] at [Insert Time] to discuss the reorganization in detail and address any questions you may have.

Thank you for your continued hard work and dedication as we navigate this transition together.

Best regards,

[Your Name]

[Your Position]