

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing efforts to enhance our operational efficiency and adapt to the changing market landscape, we are implementing a restructuring plan that will affect various departments within the organization.

This decision was not made lightly, and we are committed to ensuring that the transition process is as smooth as possible for everyone involved. We believe that these changes will position us for sustainable growth and success in the future.

As part of this restructuring, your role will [briefly describe changes to the role, if any, or indicate if they remain the same]. We value your contributions to the team, and your skills are crucial to our ongoing success.

We understand that you may have questions or concerns regarding this transition. Please feel free to reach out to your manager or the HR department for further clarification and support.

Thank you for your hard work and dedication to [Company Name]. Together, we will navigate this change and emerge stronger.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]