

Team Realignment Notification

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Notification of Team Realignment

Dear Team,

We are writing to inform you about an important realignment within our team structure that will take effect on [effective date]. This decision has been made to enhance our operational efficiency and better align our resources with our strategic goals.

As part of this realignment, the following changes will be implemented:

- [Detail change 1]
- [Detail change 2]
- [Detail change 3]

We believe that these changes will provide us with new opportunities for collaboration and growth. We encourage you to reach out to your direct supervisor if you have any questions or concerns regarding this realignment.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]