

Team Realignment Update

Dear Team,

As part of our ongoing efforts to enhance collaboration and efficiency, we are undertaking a realignment of our team structure. This change is designed to better align our resources with our strategic goals.

Effective [Insert Date], the following changes will take place:

- [Name] will transition to [New Role/Department].
- [Name] will be joining [Team/Project].
- [Name] will be taking over responsibilities for [Specific Tasks/Projects].

We believe that these adjustments will allow us to work more effectively towards our objectives. Please feel free to reach out to your managers for any questions or clarifications regarding these changes.

Thank you for your continued dedication and support during this transition.

Best Regards,
[Your Name]
[Your Title]