

Departmental Restructuring Announcement

Date: [Insert Date]

To: [Department Name] Team

Dear Team,

I hope this message finds you well. I am writing to inform you of an important decision made by the board regarding the restructuring of our department. This decision comes after careful consideration and in alignment with our goals for growth and efficiency.

The changes will take effect on [Insert Effective Date]. The main objectives of this restructuring are to enhance collaboration, streamline operations, and ultimately serve our clients more effectively. We believe this is a crucial step towards achieving our long-term strategic goals.

We understand that change can be challenging, and we are committed to supporting you throughout this transition. Your contributions are invaluable, and we encourage you to share any questions or concerns you may have.

Thank you for your continued dedication and hard work. Together, we will navigate this transition successfully.

Sincerely,

[Your Name]

[Your Position]