

# Subject: Next Steps in Our Restructuring Process

Dear Board Members,

As we continue to navigate the restructuring process, I would like to outline the next steps that we should be focusing on to ensure a smooth transition.

## 1. Finalize Organizational Structure

We will hold a meeting on [insert date] to finalize the proposed organizational chart. Please review the draft chart that was circulated last week and come prepared with your feedback.

## 2. Communication Plans

We need to develop a clear communication strategy to inform all employees about the changes. A draft plan will be shared by [insert date], and I encourage everyone to provide input.

## 3. Training and Development

Identifying skill gaps will be crucial. We will need to set up a training program for our staff by [insert timeline], focusing on the new requirements of their roles.

## 4. Implementation Timeline

I propose we establish a timeline for the implementation of these changes. A draft will be presented in our next board meeting.

Your cooperation is vital to the success of this restructuring process, and I appreciate your commitment to these next steps. Please feel free to reach out if you have any questions or concerns.

Best regards,

[Your Name]

Board Director