

Letter from the Board of Directors

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We, the Board of Directors of [Company Name], are writing to inform you about an important strategic organizational change that will be implemented to enhance our operational efficiency and drive future growth.

After thorough deliberation and analysis, we have decided to [briefly describe the change, e.g., restructure departments, merge teams, etc.]. This decision is aimed at aligning our resources more effectively with our long-term strategic goals.

We anticipate that these changes will not only streamline our processes but also improve collaboration and innovation across the company. We are committed to ensuring that this transition is as seamless as possible and to providing support to all affected employees.

Further information regarding the timeline for these changes and the specific actions to be taken will be communicated in the coming weeks. We appreciate your understanding and cooperation as we navigate this important evolution of our organization.

Thank you for your continued dedication to [Company Name]. Together, we can achieve greater heights.

Sincerely,

[Your Name]
[Your Title]
[Company Name]