

Announcement of Departmental Shutdown

Dear [Team/Department Name],

We regret to inform you that due to [reason for shutdown, e.g., budget cuts, strategic realignment], the [Department Name] will be officially shut down effective [shutdown date].

We understand that this news may come as a surprise, and we want to assure you that this decision was not made lightly. We appreciate all the hard work and dedication each of you has put into this department.

Please feel free to reach out to [Contact Person/Department] if you have any questions or need further information. We will be holding a meeting on [date of meeting] to discuss this transition and provide support for affected employees.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]