

Important Announcement: Division Wind Down

Date: [Insert Date]

Dear [Employee/Team/Department Name],

We are writing to inform you that after careful consideration and strategic planning, we have made the decision to wind down the [Division Name] effective [Insert Date]. This decision was not made lightly and reflects our commitment to aligning our resources with our core business objectives.

The last day of operations for the division will be [Insert Last Operating Date]. We are committed to providing our employees with support during this transition period. Detailed information regarding severance packages, benefits, and other resources will be shared in the coming days.

We appreciate the dedication and hard work that you have all contributed to [Division Name]. The decision to close the division is in no way a reflection of your performance. We will ensure that the transition is as smooth as possible for all involved.

If you have any questions or need further clarification, please do not hesitate to reach out to [HR Contact/Manager Name] at [Contact Information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]