

# Subject: Important Announcement: Team Dissolution

Dear Team,

I hope this message finds you well. I am writing to inform you that, after careful consideration, the decision has been made to dissolve our team effective [insert date]. This decision was reached due to [brief reason such as changes in company strategy, reallocation of resources, etc.].

We want to express our heartfelt gratitude for your hard work, dedication, and collaboration during our time together. Each of you has played an integral role in our achievements, and we genuinely appreciate your contributions.

The following steps will be taken to facilitate the transition:

- Final team meeting scheduled on [insert date] at [insert time] to discuss next steps.
- One-on-one sessions will be scheduled with each team member to discuss individual circumstances and options moving forward.
- Resources will be provided to assist with job placements and other support services.

Please feel free to reach out to me directly with any questions or concerns you may have during this transition.

Thank you once again for your commitment and service to the team.

Best regards,

[Your Name]

[Your Title]

[Your Company]