

# Organizational Change Notification

Date: [Insert Date]

To: All Employees

From: [Your Name]  
[Your Position]

Subject: Notification of Organizational Change

Dear Team,

We hope this message finds you well. We are writing to inform you about an important organizational change that will be taking place within our company.

As part of our ongoing efforts to improve efficiency and better serve our clients, we will be implementing a restructuring of certain departments. This change will involve [briefly outline the nature of the change, e.g., "merging the marketing and sales departments to create a more integrated strategy"].

The effective date of this change will be [insert date]. We believe this transition will provide new opportunities for collaboration and enhance our overall performance.

We understand that you may have questions or concerns regarding this change. We encourage you to reach out to your managers or HR for further clarification and support.

Thank you for your continued hard work and dedication during this transition.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]