

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about important changes in our management structure that will be taking place effective [date].

As part of our ongoing efforts to enhance operational efficiency and better align our resources with our strategic goals, we have decided to implement a restructuring of the management team. This decision was not made lightly, and we believe it is a crucial step towards fostering a more agile and responsive organization.

Key changes include:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

We understand that change can be challenging, but we are committed to supporting you throughout this transition. Our leadership team will be available for any questions you may have, and we encourage open communication as we navigate this process together.

Thank you for your continued hard work and dedication to [Company Name]. We are confident that these changes will lead to greater success for our team and the organization as a whole.

Sincerely,

[Your Name]

[Your Title]

[Company Name]