

Management Restructuring Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name]

Subject: Notice of Management Restructuring

Dear [Insert Recipient's Name],

We are writing to inform you about an important change in our organizational structure that is aimed at improving our operational efficiency and better aligning our resources with our strategic objectives. Effective [Insert Effective Date], the management team will undergo restructuring as follows:

- [Insert Position/Role] will report to [Insert New Supervisor/Role]
- [Insert Position/Role] will assume additional responsibilities, including [Insert Responsibilities]
- [Insert Position/Role] will be reallocated to [Insert New Department/Team]

We believe these changes will enable us to enhance our service delivery and drive growth in a competitive market. We appreciate your understanding and support during this transition.

If you have any questions or concerns regarding this restructuring, please do not hesitate to reach out to [Insert Contact Person] at [Insert Contact Information].

Thank you for your continued dedication to [Company Name].

Sincerely,

[Insert Sender's Name]

[Insert Sender's Title]

[Company Name]