

Internal Team Restructuring Notice

Dear Team,

We hope this message finds you well. We would like to inform you about some upcoming changes within our team structure that will take effect starting [Effective Date].

As part of our ongoing efforts to enhance efficiency and collaboration, we will be implementing a restructuring plan. This is a strategic decision aimed at aligning our goals and improving our performance.

Changes Overview:

- [Detail of the change 1]
- [Detail of the change 2]
- [Detail of the change 3]

We understand that change can be challenging, and we want to assure you that support will be available during this transition. Please feel free to reach out to your manager or the HR department with any questions or concerns.

Thank you for your understanding and continued dedication to our team.

Best regards,
[Your Name]
[Your Position]