

Announcement of Organizational Change

Dear Team,

We are reaching out to inform you of an important organizational change that will take effect on [date]. After careful consideration and strategic planning, we have decided to [briefly describe the change, e.g., restructure the team, merge departments, etc.].

This change aims to [explain the purpose of the change, e.g., improve efficiency, enhance collaboration, drive growth, etc.]. We understand that changes within the organization can bring about uncertainty, and we are committed to providing you with the support you need during this transition.

We value each of your contributions and are dedicated to ensuring a smooth transition. Here are some key details regarding the upcoming changes:

- **Effective Date:** [insert date]
- **New Reporting Structure:** [insert details about reporting lines]
- **Support Available:** [insert available resources, e.g. Q&A sessions, one-on-one meetings, etc.]

We encourage you to reach out to your managers or the HR department with any questions or concerns you may have. Your feedback is invaluable as we navigate this change together.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]