

Notice of Organizational Restructuring

Date: [Insert Date]

To: All Employees

Dear Team,

As you are aware, the current economic conditions have presented significant challenges for our organization. After careful consideration and analysis, we have made the difficult decision to implement an organizational restructuring.

Effective [Insert Effective Date], the following changes will take place:

- Reduction in workforce across several departments
- Realignment of roles and responsibilities
- Streamlining operations to improve efficiency

This restructuring is necessary to ensure the long-term sustainability of our organization and to adapt to the evolving market landscape. We greatly appreciate the hard work and dedication of each of you during these challenging times.

We understand that you may have questions or concerns regarding these changes. We encourage open communication and invite you to reach out to your direct supervisor or the HR department for any assistance.

Thank you for your understanding and continued commitment to our organization as we navigate through this transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]