

Notice of Changes in Team Structure

Dear Team,

We wish to inform you about some changes in our team structure that will take effect starting [Effective Date]. These changes are aimed at enhancing our productivity and improving our collaborative efforts.

Key Changes:

- [Name] will be moving to the position of [New Position].
- [Name] will be joining the team as [New Role].
- [Name] will be assuming the responsibilities of [Responsibility].

We appreciate your understanding and support as we implement these changes. If you have any questions or concerns, please feel free to reach out to me directly.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Company Name]