

Subject: Announcement of Organizational Restructuring

Dear Team,

We are writing to inform you about an important change within our organization. After careful consideration and strategic planning, we have decided to implement an organizational restructuring to better align our resources and improve our operational effectiveness.

This restructuring will involve adjustments in our management structure and department roles, with the goal of fostering collaboration and enhancing our capabilities. We believe that these changes will allow us to better serve our clients and achieve our long-term objectives.

Please note that we are committed to providing support during this transition. We encourage open communication, and we will be holding a meeting on [insert date and time] to discuss the changes and answer any questions you may have.

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

Sincerely,

[Your Name]
[Your Position]
[Organization Name]