

Dear Team,

We are excited to announce the expansion of our sales territory, effective [Start Date]. This decision comes in response to our recent market analysis and the increasing demand for our products/services.

The new territories will include the following regions:

- [Region 1]
- [Region 2]
- [Region 3]

We believe that this expansion will provide you with greater opportunities to grow and connect with more clients. Along with this change, we will be providing additional resources and support to ensure your success in these new markets.

Please mark your calendars for a meeting on [Meeting Date] at [Meeting Time], where we will discuss the details of this expansion and answer any questions you may have.

Thank you for your dedication and hard work. Together, we can achieve great success in our expanded territory!

Sincerely,
[Your Name]
[Your Position]