

Dear [Employee's Name],

We are writing to inform you about an important change regarding our sales territory assignments aimed at enhancing our overall performance. After careful analysis of our current market dynamics and team performance, we believe that a reorganization of sales territories is necessary.

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

- **[New Territory Name]:** [Details about the changes and new responsibilities]
- **[Another Territory Name]:** [Details about the changes and new responsibilities]

This reorganization is designed to align our resources more effectively and drive better results in each territory. We are confident that these changes will empower you to leverage your strengths and improve customer engagement.

If you have any questions or require further clarification, please do not hesitate to reach out to your manager or the HR department.

Thank you for your continued dedication and support as we navigate this transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]