

# Notice of Departmental Restructure

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about an important change within our department. As part of our ongoing efforts to enhance operational efficiency and adapt to the evolving market landscape, we will be restructuring our department.

This restructure aims to [briefly explain purpose, e.g., improve collaboration, streamline processes, etc.]. We believe these changes will position our team for greater success and fulfill our commitment to [insert company goals or values].

Changes will include:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

We understand that you may have questions or concerns about how this will affect your role and the team. We encourage open dialogue and will be holding a meeting on [Insert Date and Time] to discuss these changes and answer any questions you may have.

We appreciate your understanding and support during this transition period.

Thank you,

[Your Name]

[Your Job Title]

[Company Name]