

Team Realignment Notification

Dear Team,

As you may know, our organization has recently undergone some significant changes that necessitate a realignment of our teams and resources. We are committed to ensuring that this transition is as smooth as possible.

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

- [Department/Team Name] will now report to [New Manager/Leader's Name].
- [Team Member Names] will be joining [New Team or Department].
- [Any other relevant changes or information].

We believe that these adjustments will better position us to achieve our goals and drive success across the organization. Your hard work and dedication are vital during this time of change, and we greatly appreciate your continued support.

If you have any questions or need further clarification regarding these changes, please feel free to reach out to [Contact Person's Name] at [Contact Email/Phone Number].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]
[Your Title]
[Your Company]