

Job Impact Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Impact of Company Restructuring on Your Position

Dear [Employee Name],

As you are aware, our company is undergoing a significant restructuring process aimed at enhancing our operational efficiency and positioning us for future growth. We value your contributions and would like to keep you informed about how these changes may impact your role.

After careful consideration, we would like to inform you of the following:

- Your current position will be affected by the restructuring.
- Effective [Insert Date], [describe the changes, e.g., modifications to job responsibilities, team realignment].
- [Explain any potential job loss, reassignment, or other outcomes].

We believe that these changes will ultimately position our company for success, but we understand that this news may raise questions and concerns. We encourage you to reach out to [HR contact or Manager] to discuss your individual situation, including support available through this transition.

Thank you for your understanding and continued commitment to [Company Name]. We appreciate your hard work and dedication during this period of change.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]