

Important Notice Regarding Corporate Realignment

Dear [Employee Name],

We hope this message finds you well. As part of our ongoing efforts to streamline operations and enhance efficiency, we are implementing a corporate realignment.

This restructuring will affect various roles within the company, including your position as [Employee's Position]. We are committed to supporting you during this transition and want to keep you informed of the potential impacts.

Your role will be impacted as follows:

- **New Responsibilities:** You may be assigned to different duties aligned with the company's strategic goals.
- **Potential Job Changes:** There may be opportunities for roles in new departments or functions.
- **Support Services:** We will provide resources, including career counseling and resume workshops, to assist you during this period.

We understand that this news may be concerning, and we want to assure you that our leadership team is here to support you. We will hold a meeting on [Date] at [Time] to discuss this further and answer any questions you may have.

Thank you for your understanding and continued dedication to our organization during this transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]