

Notification of Job Impact Due to Restructuring

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you about changes that will be occurring within [Company Name] due to an organizational restructuring process aimed at enhancing our operational efficiency and better positioning the company for future growth.

As a result of this restructuring, we regret to inform you that your position will be impacted. This decision was not made lightly, and we recognize the contribution that you have made to [Company Name].

Details of the impact are as follows:

- **Position Affected:** [Job Title]
- **Last Working Day:** [Insert Date]
- **Severance Package:** [Details of Severance Package]

We understand that this news may come as a surprise, and we are committed to supporting you through this transition. Our HR team is available to discuss your options and provide you with any additional information you may need. Please do not hesitate to reach out.

We thank you for your hard work and dedication during your time at [Company Name]. We sincerely wish you the best in your future endeavors.

Best regards,

[Your Name]

[Your Position]

[Company Name]