

Job Impact Notice

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notice of Job Impact Due to Departmental Restructuring

Dear [Employee Name],

We are writing to inform you about the recent departmental restructuring that has been undertaken to enhance our operational efficiency. As a result of this restructuring, there are some impacts on various roles within the department, including yours.

Your position as [Current Job Title] is being evaluated in light of the new organizational structure. We understand that this news may come as a surprise, and we want to assure you that we are committed to supporting you throughout this transition.

We are currently assessing the available options, including [options such as reassignment, training opportunities, or severance packages]. Please note that your contributions to the company have been greatly valued, and we want to ensure that you are supported during this process.

We encourage you to reach out to your supervisor or the HR department if you have any questions or require further clarification regarding your position or the restructuring as a whole. Our goal is to keep you informed and provide assistance as needed.

Thank you for your understanding and for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]