

Important Announcement: Business Restructuring

Dear Team,

We are writing to inform you about some upcoming changes within our organization. After careful consideration and planning, we have decided to implement a restructuring of certain departments.

This decision was not made lightly and comes as part of our commitment to ensuring the long-term success and sustainability of our company. The new structure will allow us to improve our efficiency, streamline operations, and better serve our clients.

We value each and every one of you and understand that this news may raise questions and concerns. We will be hosting a meeting on [Date] at [Time] to discuss these changes in more detail and address any queries you may have.

Thank you for your hard work and dedication. Together, we will navigate this transition and emerge stronger as a team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]