

Business Restructuring Announcement

Dear Team,

We hope this message finds you well. We are writing to inform you about an important update regarding our company structure.

As part of our commitment to adapt and thrive in the current market, we have made the decision to restructure certain areas of our business. This transition aims to enhance our efficiency and improve collaboration across remote teams.

Effective [date], the following changes will take place:

- Department A will merge with Department B.
- New leadership roles will be established to streamline communication.
- Remote work policies will be reviewed and updated to support our new structure.

We understand that change can be challenging, and we want to assure you that we are committed to supporting every team member through this process. We will hold a virtual town hall meeting on [date] to discuss these changes in detail and answer any questions you may have.

Thank you for your understanding and continued dedication to our company's success.

Best regards,
[Your Name]
[Your Position]
[Company Name]