

# Business Unit Restructuring Announcement

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about an important development in our organization. As part of our ongoing efforts to enhance operational efficiency and better serve our clients, we have decided to restructure our business unit.

This restructuring will involve [briefly describe the changes, e.g., redefining roles, merging departments, etc.]. We believe that these changes will position us more favorably in the market and provide opportunities for growth.

We understand that this news may raise questions and concerns. We are committed to supporting you throughout this transition. [Provide details about support measures, e.g., training sessions, Q&A meetings, etc.].

It is our intention to ensure a smooth transition and to continue fostering a collaborative work environment.

Thank you for your understanding and support as we move forward with these changes.

Sincerely,

[Your Name]

[Your Position]

[Company Name]