

Announcement of Changes in Department Structure

Date: [Insert Date]

Dear Team,

We are writing to inform you of some important changes to the structure of our department that will take effect on [Insert Effective Date]. These changes are designed to enhance our efficiency and better align with our strategic goals.

New Structure Overview:

- [New Position/Role 1] - [Brief Description]
- [New Position/Role 2] - [Brief Description]
- [New Position/Role 3] - [Brief Description]

We believe that these adjustments will empower our team to perform at an even higher level and facilitate a more collaborative work environment. We will be holding a meeting on [Insert Meeting Date] to discuss these changes in detail and answer any questions you may have.

Your understanding and support during this transition are greatly appreciated. If you have any immediate questions or concerns, please do not hesitate to reach out to your supervisor.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]