

Departmental Alignment Changes Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Department: [Your Department]

Subject: Notification of Departmental Alignment Changes

Dear [Employee Name],

We are writing to inform you about some upcoming changes within our department aimed at improving operational efficiency and organizational alignment. These changes will be effective starting [Effective Date].

Overview of Changes:

- [Brief description of change 1]
- [Brief description of change 2]
- [Brief description of change 3]

We believe these changes will enhance collaboration and streamline our processes. We encourage you to reach out if you have any questions or concerns regarding these adjustments.

Thank you for your understanding and support as we make these important transitions.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]