

Internal Reorganization Announcement

Dear Team,

We want to take a moment to inform you about an upcoming internal reorganization aimed at enhancing our operational efficiency and adapting to the evolving market demands.

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

- **Department A** will be merged with **Department B** to streamline our processes.
- **Team X** will now report directly to **Manager Y**.
- New roles will be created to support our expanding focus on **specific projects or markets**.

We believe these changes will better position us for future success and allow us to serve our clients more effectively.

Please feel free to reach out to your managers or HR if you have any questions or concerns regarding this reorganization.

Thank you for your hard work and dedication during this transition.

Best regards,

[Your Name]

[Your Position]