

# Staff Restructuring Announcement

Date: [Insert Date]

Dear Team,

We are reaching out to inform you of an important restructuring initiative that our organization is undertaking to better align our resources and enhance our operational efficiency. This decision has been made after careful consideration and is aimed at ensuring our long-term sustainability and growth.

The restructuring process will involve changes to certain roles and departments. We are committed to supporting all affected staff throughout this transition. Individual meetings will be scheduled to discuss specific changes and address any questions you may have.

We understand that this news can be challenging, and we encourage everyone to reach out to your managers or the HR team for support during this time.

Thank you for your continued dedication and understanding as we navigate this transition together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]