

Workforce Restructuring Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about important changes regarding the structure of our workforce. As part of our commitment to enhancing operational efficiency, we have undertaken a thorough review of our current organizational framework.

As a result of this review, we will be implementing a restructuring plan that will involve changes to various departments. Effective [Insert Effective Date], your position as [Insert Job Title] will be impacted.

We will be holding a meeting on [Insert Meeting Date] at [Insert Meeting Time] to discuss these changes in detail and address any questions you may have. Your understanding and cooperation during this transition are greatly appreciated.

We value your contributions to [Company Name] and will do our utmost to support you throughout this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]