

# Departmental Reorganization Update

Date: [Insert Date]

Dear Team,

We are writing to inform you about the upcoming changes to our departmental structure as part of our ongoing efforts to enhance efficiency and align our resources with strategic objectives.

Effective [Insert Effective Date], the following organizational changes will take place:

- [Detail the first change, e.g., "The Marketing and Sales departments will be merged to improve collaboration."]
- [Detail the second change, e.g., "John Doe will take on the role of Head of Marketing & Sales."]
- [Detail additional changes as necessary.]

We believe these changes will better position us for success and help us serve our customers more effectively. We will be holding a team meeting on [Insert Meeting Date] to discuss the changes in more detail and address any questions or concerns you may have.

Thank you for your continued dedication and support during this transition.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]