

Staff Restructure Announcement

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about important changes that will be taking place as part of our ongoing efforts to enhance organizational efficiency and better serve our clients.

Due to [reason for restructuring], we will be implementing a staff restructure that involves adjustments in roles and responsibilities.

The key changes will include:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

This decision was not made lightly and reflects our commitment to ensuring the long-term success of our team and company. We appreciate your hard work and dedication during this transition.

If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person's Name] at [Contact Email/Phone Number].

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[Company Name]