

Group Restructuring Update

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an important development within our organization. As part of our ongoing efforts to enhance efficiency and ensure sustainable growth, we have decided to undergo a restructuring process.

This restructuring will involve the following key changes:

- Consolidation of departments to streamline operations.
- Redefinition of roles and responsibilities within the team.
- Implementation of new reporting structures to improve collaboration.

Our aim is to better align our resources with our strategic goals while maintaining our commitment to excellence. We anticipate that these changes will lead to a more agile and effective organization.

If you have any questions or would like further information regarding this restructuring, please do not hesitate to reach out to your manager or our HR department.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]