

Memo: Organizational Change Announcement

Date: [Insert Date]

To: [Insert Recipient's Name or Department]

From: [Your Name]

Subject: Announcement of Organizational Change

Dear [Recipient's Name/Team],

We are writing to inform you of an important change within our organization that will take effect on [Insert Effective Date]. This change is part of our ongoing efforts to improve [insert reason for change, e.g., efficiency, team dynamics, etc.].

[Briefly describe the change, including any new positions, departmental restructuring, or shifts in responsibilities. Explain the reasoning behind the change and how it aligns with organizational goals.]

We believe that these changes will [insert expected outcomes or benefits, e.g., enhance collaboration, increase productivity, better serve our customers, etc.]. We understand that change can bring about uncertainty, and we are committed to providing support throughout this transition.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to [insert contact person or department]. We greatly appreciate your understanding and cooperation as we move forward.

Thank you for your ongoing commitment to [Organization's Name].

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]