

Notice of Organizational Restructuring

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Notice of Organizational Restructuring

Dear Team,

We are writing to inform you of important changes regarding our organizational structure that will take effect on [Insert Effective Date]. As part of our ongoing efforts to improve efficiency and better align our resources with our strategic goals, we have decided to implement a restructuring plan.

This restructuring will involve [briefly outline changes such as department consolidations, change in leadership roles, etc.]. We believe these changes will create new opportunities for our team and enhance our overall performance.

We understand that changes like these raise questions and concerns. We are committed to providing support during this transition. We will hold a series of meetings to discuss these changes in more detail and address any questions you may have.

We greatly appreciate your hard work and dedication during this period of change. Together, we will work through this transformation and emerge stronger.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]