

# Notification of Organizational Change

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name and Title]

Subject: Organizational Change Notification

Dear [Insert Recipient's Name],

We are reaching out to inform you of an important organizational change that will take effect on [Insert Date]. This change is part of our ongoing commitment to [insert reason for change, e.g., improving efficiency, enhancing customer service, etc.].

Details of the change are as follows:

- **Reason for Change:** [Insert Reason]
- **Impact:** [Insert Impact of the Change]
- **Transition Plan:** [Insert Information about Transition]

We understand that change can bring uncertainty, and we are committed to supporting you throughout this process. Please feel free to reach out with any questions or concerns.

Thank you for your attention and cooperation.

Sincerely,

[Insert Sender's Name]

[Insert Sender's Title]

[Insert Organization's Name]