

Subject: Important Update on Restructuring Changes

Dear Team,

As part of our ongoing efforts to improve our organizational effectiveness, we are undergoing a restructuring process. This decision has been made to enhance our operational efficiencies and better align our workforce with our strategic goals.

The restructuring will involve changes in team structures, reporting lines, and roles within the organization. We understand that this may raise questions and concerns, and we assure you that we are committed to keeping you informed throughout this process.

Key Points:

- Overview of changes and anticipated timeline
- Support and resources available to all employees
- Open forum for questions and feedback on [date]

We value your contributions to our organization, and we appreciate your understanding and cooperation during this transition. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your continued commitment.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]