

Dear [Team/Employees/Stakeholders],

We are writing to inform you of a significant strategic change within [Company Name] that we believe will position us for long-term success and better serve our clients and stakeholders.

Effective [Date], we will be implementing the following changes:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

These changes are designed to [brief explanation of the purpose and goals of the changes]. We are committed to ensuring a smooth transition and will provide support throughout the process.

We appreciate your understanding and dedication as we move forward with this important initiative. Should you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Title]
[Company Name]