

Departmental Reorganization Notice

Date: [Insert Date]

To: All Employees

From: [Department Head/Manager Name]

Subject: Notice of Departmental Reorganization

Dear Team,

We want to inform you that effective [insert effective date], our department will undergo a reorganization. This decision has been made to enhance our operational efficiency and better align our resources with our strategic goals.

The key changes will include:

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

We understand that changes can be challenging, and we are committed to supporting you throughout this process. Please feel free to reach out to your manager or HR if you have any questions or concerns.

Thank you for your understanding and continued dedication during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]