

Announcement of Organizational Restructuring

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about some important changes happening within our organization. As part of our ongoing efforts to streamline operations and enhance our overall effectiveness, we have undertaken a review of our organizational structure.

As a result, we will be restructuring certain departments to better align our resources with our strategic goals. This restructuring aims to improve collaboration, drive innovation, and ultimately serve our clients more effectively.

We understand that you may have questions regarding how these changes may affect you and your role. We want to assure you that our leadership team is committed to providing support throughout this transition.

We will be holding a company-wide meeting on [Date] at [Time] to discuss this restructuring in more detail and answer any questions you may have. Your feedback is invaluable to us during this process.

Thank you for your continued dedication and hard work. We are excited about the opportunities that these changes will bring and are confident that our team will emerge stronger than ever.

Sincerely,

[Your Name]

[Your Position]

[Company Name]