

Team Restructuring Notification

Date: [Insert Date]

Dear Team,

We would like to inform you about an important upcoming change to our team structure. As part of our ongoing efforts to improve efficiency and better align with our business goals, we will be restructuring our team.

The new organizational structure will take effect on [Insert Effective Date]. This decision has been made after careful consideration and aims to enhance collaboration and support our strategic objectives.

While this change may bring some adjustments to roles and responsibilities, we want to assure you that we are committed to keeping lines of communication open during this transition. Our priority remains to support each team member and ensure that everyone is prepared for their new roles.

We encourage you to reach out with any questions or concerns you may have. Additional details regarding individual role changes and timelines will be communicated in the coming days.

Thank you for your understanding and continued dedication to our team.

Sincerely,
[Your Name]
[Your Position]