

Company Reorganization Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about an upcoming reorganization of our company, [Company Name]. This decision has been made to enhance our operational efficiency and better position ourselves for future growth.

[Provide details about the reasons for the reorganization, the new organizational structure, and any changes to roles or responsibilities.]

The reorganization will take effect on [Effective Date]. We understand that you may have questions or concerns regarding these changes, and we encourage you to reach out to your manager or [HR contact name] for further clarification.

Thank you for your continued dedication and commitment to [Company Name]. We believe that these changes will strengthen our company and create new opportunities for you and your colleagues.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]