

Organizational Restructure Notification

Date: [Insert Date]

Dear [Employee's Name],

We are reaching out to inform you about an important organizational restructure that will be taking place within [Company Name]. This decision has been made to enhance our operational efficiency and better position us for future growth.

As part of this restructuring, your current role as [Current Position] will be modified to better align with our new objectives. Effective [Effective Date], your new position will be [New Position Title], and the key responsibilities will include [Brief Overview of New Responsibilities].

We understand that changes can be challenging and would like to assure you that we are committed to supporting you throughout this transition. Please feel free to reach out to your manager or HR if you have any questions or require further clarification.

Thank you for your continued dedication and hard work during this time of change.

Sincerely,

[Your Name]

[Your Position]

[Company Name]