

# Organizational Change Notice

Date: [Insert Date]

To: All Employees

From: [Senior Leader Name], [Title]

Subject: Notice of Organizational Change

Dear Team,

We are writing to inform you of an important organizational change that will be taking place within our company. After careful consideration and planning, we have decided to implement a new structure aimed at enhancing our efficiency and better serving our clients.

Effective [Insert Effective Date], the following changes will be made:

- [Describe Change 1]
- [Describe Change 2]
- [Describe Change 3]

We believe these changes will position us for greater success and allow for better collaboration across departments. We understand that organizational changes can create uncertainty, and we want to assure you that we are committed to providing support through this transition.

We will be hosting a meeting on [Insert Meeting Date] at [Insert Meeting Time] to discuss these changes further and answer any questions you may have. Your feedback is important to us, and we encourage you to share any concerns.

Thank you for your continued hard work and dedication to our organization.

Sincerely,

[Senior Leader Name]

[Title]