

Important Announcement: Operational Restructuring

Dear [Employee's Name],

We hope this message finds you well. We are reaching out to inform you of an important development regarding our company's operational structure.

After careful consideration and strategic planning, we have made the difficult decision to undergo an operational restructuring that involves downsizing within certain departments. This decision is a response to [reason for restructuring, e.g., current market conditions, company performance, etc.].

We want to assure you that this decision was not made lightly, and we deeply value the contributions each employee has made to our organization. Unfortunately, this means that [number of positions] will be eliminated, and this will impact roles within [specific departments or areas].

We are committed to supporting those affected during this transition. We will be providing [details of support offered, e.g., severance packages, career counseling, etc.]. Additionally, all employees are encouraged to reach out to [HR contact information] for any questions or support needed during this time.

Your hard work and dedication are greatly appreciated, and we are sorry for any distress this news may cause. We believe this restructuring will ultimately position our company for future stability and success.

Thank you for your understanding and continued commitment during this challenging time.

Sincerely,
[Your Name]
[Your Position]
[Company Name]