

Departmental Reorganization Announcement

Date: [Insert Date]

Dear [Department Name] Team,

We are writing to inform you about an important change in our department structure that will take effect on [Effective Date]. This reorganization aims to enhance our operational efficiency and better align our resources with our strategic goals.

As part of this reorganization, the following changes will be implemented:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

We believe these changes will position us for greater success and improve our ability to serve our clients and customers. We are committed to ensuring a smooth transition and will support each team member throughout this process.

Please feel free to reach out to your supervisor or [HR Contact] if you have any questions or concerns regarding the reorganization.

Thank you for your understanding and continued dedication during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]