

# Leadership Restructuring Notice

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Leadership Restructuring Notification

Dear [Employee Name],

We are writing to inform you about an important change in our leadership structure that will take effect on [Effective Date]. As part of our ongoing efforts to enhance organizational effectiveness and drive our strategic goals, we have decided to restructure our leadership team.

The following changes will be implemented:

- [Position/Department changes]
- [Additional changes]
- [Any other relevant information]

Please rest assured that this decision was made after extensive consideration and with the best interests of the company and its employees in mind. We are confident that these changes will lead to improved collaboration and a stronger business model.

We appreciate your understanding and support during this transition period. If you have any questions or concerns, please do not hesitate to reach out to [Contact Person] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]