

# Organizational Shift Announcement

Dear [Team/Department Name],

We hope this message finds you well. We are writing to inform you about an important organizational shift that will take effect on [Effective Date]. This change is aimed at enhancing our operational efficiency and aligning our resources to better serve our clients and stakeholders.

As part of this shift, [Briefly describe the changes, e.g., "the Marketing and Sales departments will be merged to create a more synergistic approach to our client outreach and engagement."]

We believe that this organizational adjustment will create new opportunities for collaboration and innovation within our teams. We understand that change can bring questions, and we are committed to supporting each of you during this transition.

Please feel free to reach out to your manager or HR with any questions or concerns you may have. We value your contributions and look forward to a successful transition together.

Thank you for your continued dedication and hard work.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]