

Team Restructuring Announcement

Dear Team,

We hope this message finds you well. We are writing to inform you of an important decision regarding the restructuring of our team.

As part of our ongoing efforts to improve efficiency and enhance our operations, we will be implementing a restructuring process that will take effect on [Effective Date]. This change aims to align our team's skills and goals more closely with the company's strategic objectives.

We understand that change can bring uncertainty, and we want to assure you that we are committed to supporting each of you throughout this transition. We will be holding a meeting on [Meeting Date] to discuss the specifics of the restructuring and address any questions or concerns you may have.

Thank you for your hard work and dedication as we navigate this change together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]