

# Dear Team,

We are excited to announce that as part of our commitment to growth and innovation, our organization will be changing its name from **Old Organization Name** to **New Organization Name**. This change will be effective starting **[Effective Date]**.

The decision to rebrand is a reflection of our evolution and aligns with our future goals. The new name better represents our mission and the direction we are headed as a company.

Please rest assured that while our name and logo are changing, our core values and commitment to our clients and employees remain unchanged. You will continue to enjoy the same quality of service and support.

We appreciate your dedication and contributions to our organization. Thank you for your continued support during this transition.

If you have any questions or concerns regarding this change, please feel free to reach out to your manager or the HR department.

Best Regards,

**[Your Name]**

**[Your Position]**

**New Organization Name**