

Important Announcement: Departmental Restructuring

Dear Team,

We would like to inform you about the upcoming changes in our department aimed at improving efficiency and enhancing collaboration across teams. The restructuring process will take effect on **[Effective Date]**.

Key Changes:

- **[Change 1]**: Description of the change.
- **[Change 2]**: Description of the change.
- **[Change 3]**: Description of the change.

Impact on Teams:

We will be reorganizing the following teams:

- **[Team Name 1]**: Brief details about the impact.
- **[Team Name 2]**: Brief details about the impact.
- **[Team Name 3]**: Brief details about the impact.

Next Steps:

All team members are invited to attend a meeting on **[Meeting Date]** at **[Meeting Time]** where we will discuss these changes in detail and address any questions or concerns.

Thank you for your understanding and support as we move forward with these changes.

Best regards,

[Your Name]
[Your Position]
[Company Name]