

Announcement of Organizational Restructuring

Dear Team,

We are writing to inform you about an important change in our organization. In our continuous effort to improve efficiency and align our resources with the company's strategic goals, we are undergoing a restructuring process.

This decision was carefully considered and is aimed at fostering growth and enhancing our operational effectiveness. We believe that this restructuring will allow us to better serve our clients and create new opportunities for our employees.

Key changes that will take effect on [effective date] include:

- [Description of change 1]
- [Description of change 2]
- [Description of change 3]

We understand that changes can create uncertainty and we are committed to supporting you throughout this transition. Additional information sessions will be held to address your questions and provide further details.

If you have any immediate concerns or inquiries, please do not hesitate to reach out to your manager or HR representative.

Thank you for your hard work and dedication to our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]