

Dear Team,

We hope this message finds you well. We are writing to inform you of some important changes taking place within our organization as part of our ongoing efforts to enhance our operations and better serve our clients.

Effective [Date], we will be undergoing a restructuring process aimed at [briefly describe the purpose of the restructuring, e.g., improving efficiency, reallocating resources, etc.]. This decision was made after careful consideration and analysis of our current organizational structure and market dynamics.

While we understand that such changes can create uncertainty, our primary goal is to create a more agile and responsive organization that can meet the challenges of [industry/market]. Based on this restructuring, there will be [mention any changes such as departmental shifts, role adjustments, etc.].

We are committed to ensuring a smooth transition and will be providing support to all employees throughout this process. We encourage open communication and invite you to reach out to your managers or the HR department with any questions or concerns.

Thank you for your continued hard work and dedication during this time of change.

Sincerely,
[Your Name]
[Your Position]
[Company Name]