

Company Restructuring Announcement

Date: [Insert Date]

Dear Management Team,

We are writing to inform you of the upcoming restructuring within [Company Name]. This change is aimed at enhancing our operational efficiency and aligning our resources with our strategic goals.

Overview of Changes:

- **Department Mergers:** [Details about departments merging]
- **Role Redefinitions:** [Details about any role changes]
- **Timeline:** [Outline key dates and phases]

Impact on Management:

As leaders within the organization, your roles will be critical during this transition. We expect your support in facilitating communication and ensuring team morale remains high.

Next Steps:

A meeting is scheduled for [insert date and time] to discuss this restructuring in detail. We encourage your input and questions during this session.

Thank you for your understanding and cooperation as we navigate this important change.

Sincerely,

[Your Name]

[Your Position]

[Company Name]