

Subject: Important Update Regarding Company Restructuring

Dear [Department Head's Name],

I hope this message finds you well. I am writing to inform you about an important development regarding our organization's structure that will affect all departments.

As part of our commitment to enhancing efficiency and adapting to the evolving market landscape, we have made the decision to undertake a restructuring process. This initiative aims to streamline our operations, improve collaboration between teams, and ultimately position us for sustainable growth.

During this transition period, we value your leadership and insight in guiding your teams through these changes. It's crucial to maintain open lines of communication with your staff and address any concerns they may have.

We will be holding a meeting on [date and time] to discuss this further and provide more details about the restructuring process. Your feedback will be invaluable as we move forward, and we encourage you to bring any questions or suggestions to the meeting.

Thank you for your understanding and support as we navigate this transition together. We are confident that with your leadership, we will emerge stronger and more united.

Best regards,

[Your Name]

[Your Position]

[Company Name]