

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of the recent strategic restructuring within our organization aimed at enhancing our operational efficiency and market competitiveness.

After careful analysis and consideration, we have identified key areas where restructuring will enable us to better align our resources and improve overall performance. This initiative involves shifting some departments, streamlining processes, and redefining roles to meet our evolving business goals.

While we understand that changes can bring uncertainties, we are committed to ensuring a smooth transition for all employees. We believe that these changes will not only strengthen our organization but also enhance opportunities for growth and development for our team members.

We are here to support you during this transition and encourage open communication. Please feel free to reach out with any questions or concerns.

Thank you for your understanding and support as we embark on this important journey.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]