

Notice of Structural Realignment

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are writing to inform you of a structural realignment within our organization that will take effect on [Effective Date]. This decision has been made to enhance our operational efficiency and better align our resources with our strategic objectives.

As a result of this realignment, your role will be adjusted/changed to [New Role or Responsibilities]. We believe these changes will not only meet our organizational goals but also provide new opportunities for your career development.

Please feel free to reach out to [Supervisor/Manager's Name] at [Contact Information] should you have any questions or need further clarification regarding these changes.

Thank you for your continued dedication and support during this transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]