

Important Team Restructuring Announcement

Dear Team,

We want to inform you of some important changes regarding our team structure that will be effective from [Effective Date]. This decision has been made with careful consideration and aims to enhance our productivity and efficiency.

Overview of Changes:

- [Description of change 1]
- [Description of change 2]
- [Description of change 3]

What This Means for You:

As we implement these changes, your roles and responsibilities may be adjusted. We are committed to providing support throughout this transition.

Next Steps:

Please join us for a team meeting on [Date and Time] where we will discuss these changes in detail and answer any questions you may have.

Thank you for your understanding and cooperation during this transition.

Best regards,
[Your Name]
[Your Position]