

Subject: Workforce Restructuring Announcement

Dear Team,

We hope this message finds you well. We are writing to inform you about an upcoming restructuring initiative that has been carefully considered by our leadership team. This decision has been made in response to the need to adapt to changing market conditions and to strengthen our organization for future success.

As part of this restructuring, we will be implementing changes that will affect certain positions within the company. Our goal is to streamline operations and improve overall efficiency. We understand that this news may be difficult to hear, and we want to assure you that we are committed to providing support to all affected employees throughout this transition.

In the coming weeks, we will hold informational meetings to discuss the specifics of the restructuring plan, including timelines and support resources available to employees. We encourage you to attend and ask any questions you may have.

We greatly appreciate your hard work and dedication during this time. Thank you for your understanding as we navigate these changes together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]