

Announcement of Departmental Restructuring

Dear Team,

We hope this message finds you well. We are writing to inform you of an important change that will be taking place within our department.

After careful consideration, management has decided to restructure the departmental framework to align more closely with our strategic goals. This restructuring aims to improve efficiency, enhance collaboration, and better serve our clients.

We will be holding a series of staff meetings to discuss these changes in detail and address any questions or concerns you may have. Your feedback and input are crucial during this transition.

Staff Meeting Schedule:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

We appreciate your understanding and support during this time of change. Together, we can navigate this transition and emerge even stronger as a team.

Thank you,

[Your Name]

[Your Position]

[Company Name]