

# Subject: Important Update: Departmental Restructuring

Dear Team Leaders,

We hope this message finds you well. We are writing to inform you about upcoming changes within our department aimed at enhancing our operational efficiency and aligning our resources more strategically.

After careful consideration and planning, we have decided to implement a restructuring of our department. This change is designed to maximize our strengths, improve collaboration, and better serve our clients and stakeholders.

The details of the restructuring are as follows:

- **Team Mergers:** We will be merging Team A and Team B to streamline our projects and enhance synergy.
- **New Roles:** Some positions will be created to fill gaps and better meet our objectives. Detailed job descriptions will be provided shortly.
- **Timeline:** The restructuring will be phased in over the next three months, allowing for a smooth transition.

We understand that change can bring uncertainty, and we are committed to supporting you and your teams throughout this process. Regular updates will be provided, and we encourage open communication. Please feel free to reach out to us with any questions or concerns.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]