

Departmental Restructuring Memo

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Departmental Restructuring Guidance

Dear [Employee's Name],

As part of our ongoing efforts to enhance efficiency and adapt to the changing market conditions, we are implementing a departmental restructuring. This restructuring will help us better align our resources and improve our overall performance.

Please take note of the following changes that will take effect on [Insert Effective Date]:

- [Change 1: Describe the change]
- [Change 2: Describe the change]
- [Change 3: Describe the change]

We understand that these changes may raise questions and concerns. To facilitate a smooth transition, we will be holding a meeting on [Insert Meeting Date] at [Insert Meeting Time]. We encourage you to attend and share any questions or concerns you may have.

Please rest assured that we are committed to providing you with the necessary support throughout this process. Our goal is to ensure that everyone is clear about their roles and that the transition is as seamless as possible.

Thank you for your understanding and cooperation during this period of change.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]