

Notification of Departmental Restructuring

Date: [Insert Date]

Dear [Stakeholder's Name],

We are writing to inform you about an important change within our organization. Effective [Insert Effective Date], we will be undergoing a departmental restructuring in order to enhance our operational efficiency and better align with our strategic goals.

This restructuring will involve [briefly outline the changes, e.g., merging departments, changing leadership, reallocating resources, etc.]. We believe that these changes will result in improved performance and service delivery.

We value your partnership and support throughout this transition. If you have any questions or need further clarification, please do not hesitate to reach out to [Insert Contact Person's Name and Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]