

Departmental Restructuring Overview for Performance Reviews

Dear Team,

As part of our ongoing commitment to improve efficiency and enhance performance across the organization, we are implementing a departmental restructuring effective [Insert Date]. This restructuring aims to align our resources more effectively with our strategic goals.

Key Changes:

- New reporting structures will be established to streamline communication.
- Roles and responsibilities will be clarified and updated as needed.
- Opportunities for collaboration will be enhanced across departments.

Impact on Performance Reviews:

Performance reviews will consider the new structure and expectations. Review criteria will be updated to reflect any changes in roles or responsibilities. We encourage open discussions during this period to ensure clarity and alignment.

Next Steps:

We will hold a meeting on [Insert Date] to discuss these changes in detail and address any questions or concerns. Your feedback is invaluable as we move forward.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]