

Dear Team,

We hope this message finds you well. We want to take a moment to update you on the recent changes in our departmental structure.

As part of our ongoing efforts to streamline operations and improve efficiency, we will be implementing a restructuring plan that will take effect on [insert date]. This plan aims to better align our resources and enhance collaboration across teams.

Key Changes:

- Introduction of new roles: [briefly describe any new positions or teams]
- Reassignment of current team members: [provide details on any changes in reporting relationships]
- Updated responsibilities: [outline any shifts in job duties]

These changes are intended to position us for future success and ensure that we meet our organizational goals more effectively. We understand that transitions can be challenging, and we are committed to providing support throughout this process.

We will be holding a town hall meeting on [insert date] to answer any questions you may have and to provide further details. We encourage everyone to attend and share your thoughts.

Thank you for your understanding and commitment during this transition. Together, we will navigate these changes and continue to thrive as a team.

Best regards,

[Your Name]

[Your Title]

[Company Name]