

Management Restructuring Update

Date: [Insert Date]

To: All Employees

Dear Team,

We are writing to inform you of some significant changes to our management structure that will take effect on [insert effective date]. This decision has been made as part of our ongoing efforts to streamline operations and enhance our organizational efficiency.

The following changes will be implemented:

- [Name], who previously held the position of [previous position], will now take on the role of [new position].
- [Name], will be moving to [department or position], focusing on [specific responsibilities].
- The [Department Name] will now report directly to [New Manager].

We believe these changes will position us for greater success as we move forward. We appreciate your patience and support during this time of transition.

If you have any questions or concerns, please do not hesitate to reach out to your manager or the HR department.

Thank you for your continued dedication to our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]