

Response to Changes in Organizational Structure

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge the recent changes in our organizational structure as outlined in the communication sent on [date].

While such transitions can be challenging, I am optimistic about the opportunities these changes may bring. I am committed to working collaboratively with my colleagues to ensure a smooth adjustment process.

Please let me know how I can assist during this transition. I look forward to contributing to our collective success in this new framework.

Thank you for your leadership during this time.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]