

# Notification of Organizational Change

Date: [Insert Date]

Dear [Employee/Team Name],

We would like to inform you about a significant organizational change that will take effect on [insert effective date]. This change is aimed at [briefly state the reason for the change, e.g., improving efficiency, adapting to market trends, etc.].

As part of this change:

- [Detail the first change, e.g., departmental restructuring, new leadership, etc.]
- [Detail the second change, if any]
- [Detail any additional changes]

We understand that changes like this can raise questions and concerns. We are committed to supporting you throughout this transition. Please feel free to reach out to your manager or the HR department if you have any questions.

We appreciate your understanding and cooperation as we move forward with these changes.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]