

Organizational Redesign Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Organizational Redesign Announcement

Dear [Employee's Name],

We are reaching out to inform you about an important change within our organization that aims to enhance our operational efficiency and better serve our clients. After thorough evaluation and strategic planning, we have decided to implement an organizational redesign.

This redesign entails the following changes:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

Our goal with these adjustments is to [explain goals, such as improve teamwork, streamline processes, etc.]. We believe that these changes will better align our resources and expertise to meet our overarching company objectives.

We understand that organizational changes can prompt questions and concerns. We encourage you to reach out to your manager or HR for further clarification and support.

Thank you for your understanding and continued commitment to our team during this transition. Together, we can navigate these changes successfully and emerge even stronger.

Sincerely,

[Your Name]

[Your Position]

[Company Name]