

# Workforce Restructuring Update

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing efforts to improve operational efficiency and adapt to current market conditions, we want to provide you with an update regarding the upcoming workforce restructuring.

Starting from [Effective Date], we will be implementing changes that will affect various departments within the organization. This decision was not made lightly, and we understand the uncertainty it may cause.

The key points of this restructuring include:

- Reduction in workforce by [Number/Percentage]
- Realignment of roles and responsibilities
- Support services available for affected employees

We are committed to supporting our employees through this transition. Please do not hesitate to reach out to your manager or HR for any questions or concerns you may have.

Thank you for your understanding and continued commitment to our company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]