

[Company Letterhead/Logo]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Address]

Subject: Notification of Corporate Restructuring

Dear [Recipient Name],

This letter serves as official notification that [Company Name] is undergoing a formal corporate restructuring process, effective [Effective Date].

The primary objective of this restructuring is to [Reason: e.g., improve operational efficiency / integrate new acquisitions / adapt to market changes]. As a result of this transition, the following changes will occur:

- **Organizational Structure:** [Brief description of changes to departments or reporting lines].
- **Operations:** [Brief description of changes to daily workflows or locations].
- **Point of Contact:** Your primary contact moving forward will be [Name/Department] at [Email/Phone].

We want to assure you that [Company Name] remains committed to maintaining our professional relationship and fulfilling all existing obligations. We do not anticipate any significant disruption to our services during this period.

A meeting/briefing session has been scheduled for [Date/Time] via [Location/Platform] to provide further details and answer any questions you may have.

Thank you for your continued support and cooperation during this transition.

Sincerely,

[Signature]

[Name of Executive/Manager]

[Title]

[Company Name]