

Date: [Insert Date]

To: All Employees / [Specific Department Name]

Subject: Notice of Organizational Restructuring

Dear Team,

I am writing to formally communicate upcoming changes to our organizational structure. Following the recent loss of [Client Name/Major Account], we have conducted a thorough review of our current business operations and resource requirements.

The loss of this partnership has significantly impacted our projected revenue and the volume of work within the [Department Name] department. As a result, we must restructure our teams to align with our current business needs and ensure the long-term sustainability of the company.

Effective [Date], the following changes will take place:

- [Description of Change 1, e.g., Consolidation of teams]
- [Description of Change 2, e.g., Shift in departmental responsibilities]
- [Description of Change 3, e.g., Reduction in workforce]

We understand that this is difficult news. For those directly affected by these changes, members of the Leadership and HR teams will be reaching out individually today to discuss next steps, compensation, and support resources.

For remaining staff, we will hold a company-wide meeting on [Date/Time] via [Platform/Location] to discuss our roadmap for the future and how we plan to stabilize and grow our client base moving forward.

We want to thank everyone for their hard work and dedication during this challenging period. Our priority is to handle this transition with transparency and respect for all involved.

Sincerely,

[Name]

[Title]

[Company Name]