

Date: [Insert Date]

To: All Employees

Subject: Announcement Regarding Company Restructuring

Dear Team,

I am writing to formally announce that [Company Name] will be undergoing a strategic restructuring of our organizational framework, effective [Effective Date].

The primary goal of this restructuring is to [reason for change, e.g., improve efficiency, align with new market goals, or streamline operations]. We believe these changes will better position the company for long-term growth and success.

Key changes include:

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

We understand that organizational changes can raise questions. Over the next [Number] days, department heads will be meeting with their respective teams to discuss how these adjustments impact specific roles and workflows.

A General Q&A session will be held on [Date] at [Time] via [Location/Meeting Link] to address any broader concerns you may have.

We appreciate your hard work and continued commitment to [Company Name] during this period of transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]