

[Date]

[Recipient Name]

[Recipient Title/Department]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Corporate Restructuring

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] will be undergoing a corporate restructuring effective [Effective Date].

The purpose of this restructuring is to [Briefly state reason: e.g., improve operational efficiency, align with new strategic goals, or integrate recent acquisitions]. As a result of these changes, the following adjustments will occur:

- [Detail Change 1: e.g., Changes in departmental hierarchy]
- [Detail Change 2: e.g., Appointment of new leadership]
- [Detail Change 3: e.g., Shift in office locations or reporting lines]

We want to assure you that [Company Name] remains committed to its core values and mission. We are working to ensure that this transition is as seamless as possible for all stakeholders involved.

Further details regarding how this may specifically impact your [Role/Department/Contract] will be provided by [Person/Department Name] via [Meeting/Email] on [Date].

If you have any immediate questions, please contact [Contact Person] at [Email/Phone Number].

Thank you for your continued dedication and cooperation during this period of change.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]