[Date]

Dear [Employee Name],

Welcome to the [New Department/Team Name]! We are excited to have you join us as part of our recent organizational restructuring.

As we transition into this new structure, your role will be [Job Title], reporting directly to [Manager Name]. Your expertise and skills are vital to the success of this new team, and we look forward to the contributions you will make.

The goal of this restructuring is to better align our resources with our strategic objectives and to create new opportunities for collaboration and growth. We are committed to making this transition as smooth as possible for everyone involved.

In the coming days, you will receive more information regarding:

- Specific team goals and objectives
- Updated workflows or processes
- Scheduled orientation or team-building meetings

Please feel free to reach out to [Manager Name] or the HR department if you have any immediate questions or concerns. We value your feedback during this time of change.

Thank you for your continued dedication to [Company Name]. We are thrilled to have you on the team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]