

# Change Management Directive Letter

Dear [Employee's Name],

Subject: Implementation of [Change Initiative]

I am writing to inform you about an upcoming change initiative that will be implemented within our organization. This change is intended to [Briefly explain the purpose and goals of the change initiative] and is aligned with our long-term strategic objectives.

Effective Date: [Date of implementation]

Impacted Departments/Teams: [List departments or teams affected by the change]

Key Changes: [Highlight the key aspects of the change]

Your role in this transition is vital. As a member of [Department/Team Name], your commitment to adapting to and supporting this change is greatly appreciated.

To address any questions or concerns you may have, we will be hosting a series of informational sessions. You will receive further communication regarding these sessions.

Thank you for your understanding and cooperation as we work together to navigate this important organizational shift.

Sincerely,