

Formal Restructuring Announcement Letter

Subject: Company Restructuring Announcement

Dear Employees,

As part of our strategic initiative, the company will undergo restructuring effective [Date]. This includes [Details of Departments/Teams affected]. We assure you that all changes are aimed at enhancing efficiency and growth opportunities.

HR will be available to address any concerns or questions regarding this process.

Sincerely,

[CEO/Management]

[Company Name]

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