

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

Subject: Notification of Branch Leadership Transition and Restructuring

Dear [Recipient Name],

This letter serves as formal notification regarding upcoming leadership changes and organizational restructuring at the [Branch Name] branch, effective [Effective Date].

As part of our commitment to operational excellence and strategic growth, we are pleased to announce that [New Leader Name] has been appointed as the new [New Job Title] for this branch. [New Leader Name] brings extensive experience in [Area of Expertise] and will succeed [Outgoing Leader Name], who is [moving to a new role/leaving the company].

In conjunction with this leadership transition, the branch will undergo a restructuring process. Key changes include:

- [Description of Change 1, e.g., Merging of Department A and B]
- [Description of Change 2, e.g., Revised reporting lines for Supervisory staff]
- [Description of Change 3, e.g., Implementation of new regional protocols]

The primary goal of these adjustments is to streamline our workflows and enhance the support provided to our clients and staff. We do not anticipate any disruption to daily operations during this period.

A meeting will be held on [Date/Time] via [Location/Platform] to introduce the new leadership team and answer any questions regarding the restructure. We encourage all staff members to attend.

Thank you for your continued dedication and professionalism during this transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]