

To: All Employees / Hiring Managers

From: [Name/Title of Leadership]

Date: [Insert Date]

Subject: Update Regarding Internal Talent Acquisition Team Restructuring

Dear Team,

To better align our recruitment efforts with the evolving goals of [Company Name], we are announcing a restructuring of our internal Talent Acquisition (TA) team, effective [Effective Date].

The goal of this change is to improve hiring efficiency, enhance the candidate experience, and provide more specialized support to our various departments. Key changes include:

- **Dedicated Business Partners:** Recruiters will now be assigned to specific departments ([List Departments]) to ensure deeper functional expertise.
- **Centralized Coordination:** We are streamlining interview scheduling and onboarding through a new [Coordination Team/System].
- **Process Updates:** Revised workflows for job requisitions and approvals will be implemented to reduce time-to-hire.

What this means for you:

If you are a hiring manager, your primary point of contact may have changed. Please refer to the attached list to identify your new Talent Acquisition Partner. For general employees, our internal referral program remains active, and we encourage you to continue sharing open positions with your network.

We believe these changes will enable us to attract and retain the best talent more effectively. We appreciate your patience and cooperation during this transition.

For any questions regarding these changes, please contact [Name/Department] at [Email Address/Extension].

Best regards,

[Signature]

[Name]

[Title]