

Staff Communication – Restructuring Announcement Template



Use this template to communicate openly and professionally with staff during times of business restructuring or operational change. Clear, empathetic communication is essential to maintain trust and manage uncertainty.

1. Staff Announcement – Restructuring in Progress

****Purpose:**** To announce that changes are happening without creating panic or confusion.

****Email/Letter Template:****

Subject: Business Update – Change Ahead

Dear Team,

I want to speak directly and openly with you about where we are as a business. Like many others, we've faced some difficult trading conditions recently, and we've been reviewing our position and what we need to do to stabilise and move forward.

To ensure the long-term sustainability of the business, we are making some important changes in how we operate. These changes will affect certain roles, responsibilities, and possibly even parts of our structure.

No immediate decisions are being made today, but I wanted to let you know that we've entered a period of review and restructuring. We're committed to handling this process fairly, transparently, and with proper consultation.

I know this may cause concern, and I want you to know that support will be available and we will keep you updated throughout. If you have questions, I'm available to talk.

Thank you for your continued commitment.

Warm regards,

[Your Name]

[Your Role]

2. Guidance on Tone & Delivery

- Keep communication clear, calm, and honest
- Avoid false reassurance — acknowledge the difficulty
- Provide certainty where possible (e.g. timelines, support)
- Be available for follow-up conversations