

Organizational change announcement email template

Announce a reorganization, merger, or leadership change clearly and honestly, with what it means for people.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Use this when teams are being combined or split, reporting lines are changing, a merger or acquisition is closing, or a senior leader is leaving or arriving. Organizational change creates uncertainty fast, and in the absence of facts, people fill the gap with rumors. A clear, honest announcement from a senior leader is the best way to limit that.

Say what is changing, why, who is affected, what isn't changing, and when people will learn more. Brief managers first so they can answer questions in their own team meetings the same day. If the change includes job losses, those affected must hear it privately before any broad announcement. Use the layoff notification for that conversation.

Version 1: Reorganization announcement

SUBJECT Changes to how [Department or Company] is organized

Hi everyone,

I want to share some changes to how we are organized, effective [Date].

What's changing: [Plain description, such as Customer Success and Support will combine into one Customer team led by Name].

Why: [Honest reason in two or three sentences, such as customers have told us that handoffs between teams slow down answers].

Who is affected: [Teams or roles]. If your manager or role is changing, you will have heard from your manager [today or before this email].

What isn't changing: [Pay, benefits, location, or other concerns people will have].

What happens next: [Your manager will meet with your team this week / we will hold an all-hands on Date / an FAQ is here: Link].

I know change like this raises questions. Please bring them to your manager, to [HR contact], or to me directly.

[Executive name]
[Title], [Company]

Version 2: Merger or acquisition closing

SUBJECT [Company] and [Other company] are now one team

Hi everyone,

Today, [Company] completed its [acquisition of / merger with] [Other company]. I want to share what this means for you.

For the next [Number] months, day-to-day work will continue much as it does now. Your manager, pay, and benefits stay the same unless you hear otherwise directly.

Over the coming weeks, we will share plans for [systems, benefits, and team structure]. Anything that affects you personally will come from your manager or HR first, never through a company-wide email.

An FAQ is here: [Link], and we will update it as decisions are made. Please send questions to [Email or form].

[CEO name]
[Company]

Subject lines to try

- Changes to how [Department or Company] is organized
- [Company] and [Other company] are now one team
- An update on our leadership team
- Organizational changes effective [Date]
- What's changing on [Team], and what isn't

How to personalize it

- Have directly affected employees hear from their manager before the email goes out.
- Say clearly what isn't changing.
- Name a date for the next update, even if decisions aren't final.

- Publish an FAQ and keep it current.

Mistakes to avoid

- Corporate jargon that hides what is actually changing.
- Announcing that no jobs are affected unless you are certain.
- Sending the announcement late on a Friday.
- Promising details you can't legally share yet.

Legal and compliance notes

Mergers and acquisitions may trigger notice duties for layoffs under the federal WARN Act and state mini-WARN laws, benefit plan changes, and I-9 decisions about whether to treat acquired employees as continuing. In unionized workplaces, changes to terms and conditions of employment may require bargaining. Coordinate the announcement with legal counsel and, for public companies, with disclosure rules.

When to send it

Tell affected leaders first, then directly affected employees, then the broader organization, ideally within the same day. Tuesday or Wednesday mornings give time for questions during the week.

Before you hit send

- The subject line says what changed and when, and it reads well on a phone.
- Managers were briefed and can answer questions the same day.
- Anyone personally affected heard the news privately first.
- The effective date and any action required appear in the first three lines.
- Employees without company email will get it through managers, texts, or posters.

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