To:

From:

CC:

Date: April 1st , 2019

Re: Rightsizing of the Organization

Dear all, by now it would have been come to your knowledge that in order protect the larger interests of the organization, the business has decided to merge with XYZ Industries. With this merger, it is going to be made sure that value would be created in the life of the people and effort would be made to make sure that the value preposition of the organization is going to be improved.

* One of the key decisions that has been decided after the merger is to make sure that how the restructuring of the workforce is going to be carried out.
* What it means is that it would be seen what are some of the employees that are adding value to the organization and effort would be made to expand their role.
* At the same time, the employees that are not on board with the new vision of the organization and are not adhering to the efficient workforce policy are unfortunately be not the part of us as we have decided to move forward.
* At the moment, it has been decided that 20 % of the workforce would have to be slashed which still means that majority of the people that are with us now would still be on board.

Kindly take note that the whole exercise is going to be carried out in a structured manner, and effort would be made to make sure that whatever the concerns of the employees that they have with regards to the new policy or their own future would be taken care off. Kindly feel free to let me know if there is anything that you would further like to ask as we move towards this new direction.

Work Cited

Cameron, Kim S. "Strategies for successful organizational downsizing." Human Resource Management 33.2 (2016): 189-211.