

Restructuring Recommendation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. After conducting a thorough review of our current organizational structure, I would like to put forth my recommendations for restructuring to enhance our operational efficiency and align with our strategic objectives.

1. Simplification of Reporting Lines:

Allowing clearer lines of communication and decision-making by reducing the number of management layers.

2. Cross-Functional Teams:

Establishing project-based teams that bring together diverse skill sets to foster innovation and collaboration.

3. Increase Employee Autonomy:

Empowering employees with greater responsibility to make decisions that affect their work to boost morale and productivity.

Implementing these recommendations can lead to significant improvements in our workflows and an increase in overall company performance. I would appreciate the opportunity to discuss these suggestions in further detail.

Thank you for considering this proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]