

Franchisee Departmental Arrangement Evaluation

Date: [Insert Date]

To: [Franchisee Name]

From: [Your Name]

Subject: Evaluation of Departmental Arrangements

Dear [Franchisee Name],

As part of our ongoing efforts to enhance the efficiency and effectiveness of our franchise operations, we are conducting an evaluation of the departmental arrangements within your franchise. This evaluation focuses on assessing how well the current structure supports our objectives and facilitates the overall performance of the business.

Please provide us with the following information:

- Current departmental structure and roles.
- Responsibilities assigned to each department.
- Inter-departmental communication processes.
- Performance metrics for each department.
- Any challenges faced in departmental arrangements.

We appreciate your cooperation in this evaluation process, and we encourage you to be candid in your feedback. Your insights are invaluable in helping us make informed decisions that benefit both our franchisees and the overall brand.

Please send your responses by [Insert Deadline Date]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]