

Franchisee Organizational Structure Evaluation

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We hope this message finds you well. As part of our ongoing commitment to support our franchise network, we are conducting an evaluation of the organizational structure of our franchisees.

The purpose of this evaluation is to understand the effectiveness of your current organizational structure in aligning with our brand standards and operational guidelines. This will also help us identify areas for improvement and shared best practices.

Evaluation Criteria

- Leadership Roles and Responsibilities
- Communication Flow
- Employee Training and Development
- Operational Efficiency
- Customer Service Practices

Please provide the following information by [Insert Deadline]:

1. A detailed organizational chart
2. Job descriptions for key roles
3. Current communication protocols
4. Any recent changes in structure

We appreciate your cooperation in this matter and look forward to your prompt response. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]