

Confirmation of New Organizational Structure

Date: [Insert Date]

To: [Recipient Name]
[Recipient Job Title]
[Organization Name]

Dear [Recipient Name],

We are pleased to confirm the implementation of the new organizational structure as discussed during our recent meetings. This restructuring aligns with our strategic goals and will enhance our operational efficiency.

The key changes are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

This new structure will take effect on [Effective Date]. We believe that these changes will provide greater clarity and enhance collaboration across teams.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued support as we embark on this new chapter.

Sincerely,

[Your Name]
[Your Job Title]
[Organization Name]
[Contact Information]