

Adjustment to Reporting Structure

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Dear [Recipient's Name],

We would like to inform you of an important adjustment to our reporting structure that will take effect from [effective date]. This change is in line with our ongoing initiatives to improve operational efficiency and better align our teams.

As per the new structure:

- [Detail the specific changes to the reporting structure]
- [Explain any new responsibilities or roles]
- [Mention any impacted departments or teams]

We believe this adjustment will foster a more collaborative environment and enhance our overall performance. Please feel free to reach out if you have any questions or need further clarification regarding this change.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]