

# Change in Reporting Hierarchy

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Change in Reporting Hierarchy

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you of an important change in our reporting hierarchy that will take effect on [effective date].

As part of our ongoing efforts to streamline operations and enhance team collaboration, [New Supervisor's Name] will be taking over as your direct supervisor. Please direct all your reporting and communications to [him/her/them] moving forward.

We believe that this change will benefit both you and the team by providing [insert reason such as improved support, guidance, etc.].

Should you have any questions or need further clarification regarding this transition, please do not hesitate to reach out to me directly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]