

Modification of Reporting Relationships

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Modification in Reporting Relationships

Dear [Employee's Name],

I hope this message finds you well. I would like to inform you about a modification in your reporting relationships that will take effect from [Effective Date].

As part of our organizational restructuring, you will now be reporting to [New Manager's Name], who is the [New Manager's Position]. This change is aimed at enhancing our operational efficiency and improving collaboration within teams.

Should you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]