

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

Dear [Recipient's Name],

I am writing to inform you about an important update regarding our reporting structure within [Department/Team Name]. After careful consideration and review, we have decided to realign our reporting structure to enhance teamwork, accountability, and overall efficiency.

Effective [Effective Date], the following changes will take place:

- [New Position 1] will report to [Manager/Position]
- [New Position 2] will report to [Manager/Position]
- [New Position 3] will report to [Manager/Position]

We believe that this realignment will lead to better communication and streamline our processes. Please feel free to reach out to me if you have any questions or concerns regarding this change.

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]