

# Team Reporting Structure Update

Date: [Insert Date]

Dear Team,

We are writing to inform you of the revised reporting lines within our team effective [Insert Effective Date]. This change is part of our ongoing effort to enhance collaboration and streamline our processes.

## Revised Reporting Lines

- **[Name of Employee 1]** - Reports to [Manager's Name]
- **[Name of Employee 2]** - Reports to [Manager's Name]
- **[Name of Employee 3]** - Reports to [Manager's Name]

Please make a note of these changes and feel free to reach out should you have any questions or need further clarification.

Thank you for your continued cooperation.

Sincerely,  
[Your Name]  
[Your Position]