

Subject: Updated Organizational Reporting Structure

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you of the latest updates to our organizational reporting structure, effective [Effective Date].

The revised structure aims to enhance our operational efficiency and streamline communication across departments. Below are the key changes:

- [Department Name 1] - Reporting to [New Manager's Name]
- [Department Name 2] - Reporting to [New Manager's Name]
- [Department Name 3] - Reporting to [New Manager's Name]

Should you have any questions regarding these changes or need further clarification, please do not hesitate to reach out to [Your Name] at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]