

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Subject: Addendum to Offer Letter - Change in Reporting Structure

Dear [Employee Name],

This letter serves as an official addendum to your original offer letter dated [Original Offer Date]. This document outlines a formal change to your reporting structure effective [Effective Date].

Updated Reporting Relationship:

As of the effective date, your position of [Job Title] will no longer report to [Old Manager Name/Title]. You will now report directly to [New Manager Name], [New Manager Title].

Scope of Role:

Please note that your core job responsibilities, compensation, benefits, and seniority remain unchanged by this reporting adjustment unless otherwise specified in a separate agreement.

All other terms and conditions set forth in your original offer letter and subsequent employment agreements remain in full force and effect.

Please acknowledge your receipt and understanding of this change by signing and returning a copy of this addendum by [Deadline Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

I, [Employee Name], accept and acknowledge the change in reporting structure as described above.

Employee Signature

Date