

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notification of Change in Reporting Structure

Dear [Employee Name],

Please be advised that there will be a change regarding your official reporting line within [Company Name], effective [Effective Date].

As of the date mentioned above, your new direct supervisor will be [New Manager's Name], [New Manager's Title]. Consequently, you will no longer report to [Old Manager's Name].

This change is being made due to [brief reason, e.g., internal reorganization / departmental growth / strategic alignment]. Your current job title, responsibilities, and terms of employment remain unchanged unless otherwise specified in a separate agreement.

Please schedule a meeting with [New Manager's Name] during the first week of this transition to discuss upcoming goals and communication workflows. We are confident that this new structure will provide you with the necessary support to continue your professional growth.

If you have any questions regarding this transition, please contact the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]