

Company Name

Company Address

Company City, ST ZIP

- 1) Right click here
- 2) Select "Change Picture"
- 3) Navigate to your logo
- 4) Insert

To: All Employees

Re: Notice Regarding Our Organization

In the next week or so, I will be having conversations with individuals and groups in our company about the roles we will all play in the future success of [Name of Company].

In an effort to streamline the accountabilities and chain of command in our company, I will be talking with each of you about an organization structure I am adopting and where each of you fit in that structure.

I will make basic assumptions about the responsibilities of the different positions and roles necessary in the company but will be relying on your input as well to round out my planning. Please give some thought to what you see as your primary objectives, responsibilities and contributions to the future of [Name of Company] and be ready to discuss them when we get together.

I want to stress that these conversations are not an attempt to reduce personnel. Rather, my primary purpose is to make sure that the structure we have in place aligns with the goals of the organization. My secondary purpose is to reduce the stress and friction in our organization so we can all be more productive, efficient and comfortable in the roles we play here.

I am looking forward to the conversations we will be having.

Thanks in advance,

NAME