

[Date]

[Contractor Name]

[Contractor Company Name]

[Address]

**Subject: Notification of Management Restructuring**

Dear [Contractor Name],

We are writing to formally notify you of a management restructuring within [Your Company Name], effective [Date]. This change is part of our ongoing effort to streamline operations and improve efficiency.

Please be advised that as a result of this restructuring, your primary point of contact has changed. Your new reporting manager/contract administrator will be [New Contact Name], who holds the position of [Title].

Going forward, please direct all project updates, deliverables, and inquiries to:

- **Name:** [New Contact Name]
- **Email:** [Email Address]
- **Phone:** [Phone Number]

Regarding administrative matters, please note the following:

- **Invoicing:** [Specify if there are changes to invoice submission or approval processes].
- **Project Scope:** All existing contracts, terms, and conditions remain in full effect.
- **Current Deadlines:** Ongoing project timelines remain unchanged unless otherwise specified by your new contact.

We value the partnership we have built with you and look forward to continuing our work together under this new structure. If you have any questions regarding this transition, please contact [Department/Person Name] at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]