

# Organizational Structure Overview

## 1. Introduction

This document provides an overview of the organizational structure of [Company Name].

## 2. Organizational Chart

Organizational Chart

## 3. Structure Type

[Description of organizational structure type: e.g., Functional, Matrix, Divisional]

## 4. Key Roles and Departments

- **Chief Executive Officer (CEO):** Responsible for overall vision and leadership.
- **Finance Department:** Oversees budget, accounting, and financial planning.
- **Human Resources:** Manages recruitment, benefits, and employee relations.
- **Operations:** Handles day-to-day business processes and logistics.
- **Sales and Marketing:** Drives sales strategy, promotion, and customer engagement.
- **IT Department:** Maintains technology infrastructure and support.

## 5. Reporting Relationships

[Explanation of reporting lines and communication flow]

## 6. Review and Updates

This overview will be reviewed annually and updated as needed to reflect structural changes.

## 7. Additional Notes