

Employee Reduction Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you about a decision that has been made regarding the company's current staffing levels. Due to [insert reason: economic challenges, restructuring, etc.], it has become necessary for us to reduce our workforce.

Regrettably, your position will be affected by this reduction. Your last working day will be [insert date]. We understand that this news is difficult, and we want to assure you that this decision was not made lightly.

We appreciate your contributions during your time at [Company Name], and we will provide you with [details about severance, benefits, and support resources, if any].

If you have any questions or would like to discuss this matter further, please feel free to reach out to [insert contact person's name and information].

Thank you for your understanding during this challenging time.

Sincerely,
[Your Name]
[Your Position]
[Company Name]