

# Important Company Announcement

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to ongoing economic conditions and the current market environment, we have made the difficult decision to reduce the size of our workforce. This decision was not made lightly, and it follows extensive consideration of all possible alternatives.

As a result, your position will be affected, and your last working day will be [Insert Last Working Day]. We want to assure you that we value your contributions to the company and are committed to supporting you during this transition.

Please reach out to [HR Contact Name] in the Human Resources department to discuss your final paycheck, benefits, and any other questions you may have regarding this process.

We appreciate your understanding during this challenging time and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]