

Staff Reduction Announcement

Dear [Team/Staff],

We are writing to inform you of a difficult decision that we have had to make regarding staffing at [Company Name]. Due to [reason for reduction, e.g., economic challenges, restructuring], we must reduce our workforce.

This decision was not made lightly, and we deeply value the contributions of each team member. Unfortunately, this means that [number or percentage] of positions will be eliminated, effective [date].

For those impacted, we are committed to providing support during this transition. We will offer [details on severance packages, job placement assistance, etc.].

We appreciate your understanding during this challenging time and encourage any questions or concerns to be directed to [HR contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]