

Termination of Employment Due to Workforce Reduction

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to a significant reduction in workforce and changes to our business operations, your position as [Job Title] will be terminated effective [Termination Date]. This decision was not made lightly and is necessary for the overall health and sustainability of our organization.

We appreciate your contributions during your time with us and acknowledge your hard work and dedication. To assist you during this transition, we are providing you with [details of severance package, if applicable, and any other support, such as outplacement services or job counseling].

Please arrange to return any company property and complete your exit interview with [HR Contact Name] by [exit interview date]. If you have any questions regarding your benefits or final paycheck, please feel free to reach out to our HR department at [HR Contact Information].

We wish you the best in your future endeavors and thank you for your service to our company.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]