

Important Announcement Regarding Workforce Changes

Dear Team,

We want to inform you about a difficult decision that has been made regarding the future of our company. As part of our ongoing efforts to adapt to the changing business environment, we have made the tough decision to downsize our workforce.

This decision has not been taken lightly and comes after extensive evaluation of our current operations and financial standing. Unfortunately, this means that some positions will be eliminated, effective [insert date].

We are committed to supporting those affected during this transition. We will be offering severance packages, career counseling, and assistance in job placement to help you find new opportunities.

We understand that this news brings uncertainty and concern. Please reach out to your manager or HR if you have any questions or need support during this time.

Thank you for your understanding and dedication to our company.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]