

Notice of Factory Shutdown

Date: [Insert Date]

To: All Employees

From: [Your Name/Position]

Subject: Factory Shutdown for Workforce Reduction

Dear Team,

We regret to inform you that due to [insert reason for shutdown, e.g., declining sales, market conditions], our factory will be temporarily shutting down effective [insert shutdown date]. This decision was made after careful consideration and is necessary to ensure the long-term viability of our company.

We understand the impact this decision will have on each of you, and we are committed to supporting you during this transition. Affected employees will receive [details about severance, benefits, etc.]. We encourage you to contact HR for any questions or assistance you may need.

Thank you for your hard work and dedication during your time with us. We appreciate your understanding and cooperation during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]