

Workforce Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about some necessary adjustments to our workforce due to [reason]. This decision has not been made lightly and is influenced by [specific factors].

As part of this adjustment, your position as [Current Position] will be affected. We understand that this news is difficult to process, and we want to support you through this transition. You are encouraged to reach out to [HR contact person/department] if you have any questions or require assistance.

Please be aware that your last working day will be [Last Working Day]. We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]