

# Workforce Reduction Notification

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [reason for reduction - e.g., economic conditions, restructuring], we must reduce our workforce. This decision was not made lightly, and we understand the impact it has on you and your family.

Your position as [Job Title] will be affected, and your last working day will be [Last Working Day, e.g., two weeks from the date of this letter]. We are committed to supporting you during this transition, and we will provide [details of severance package, job placement assistance, etc.].

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]