

Reduction in Force Notification

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that due to [insert reason for reduction in force, e.g., economic conditions, company restructuring], we are implementing a reduction in force that will affect your position as [insert position title]. This decision was not made lightly and comes after careful consideration of all alternatives.

Your last day of employment will be [insert last working day]. We are committed to supporting you during this transition. You will be entitled to [insert details about severance pay, benefits, and any assistance programs].

Please feel free to reach out to [insert HR contact name and information] for any questions or further assistance regarding this process.

We sincerely appreciate your contributions to [Company Name] and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]