

Staffing Cut Advisory

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Staffing Cut Advisory

Dear [Employee's Name],

We regret to inform you that due to [reason for staffing cut - e.g., financial constraints, restructuring], we have made the difficult decision to implement staffing reductions within the company.

Your position will be affected by this decision, and your last day of employment will be [insert last working day]. We understand that this news may be distressing, and we are committed to providing support during this transition.

We will offer you [details of any severance package, re-employment assistance, etc.]. Please feel free to reach out to [HR contact name] at [HR contact information] for any questions or if you require further assistance.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]