

# Important Company Announcement

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of a difficult decision that the company has had to make regarding our workforce. Due to [reasons for downsizing, e.g., economic challenges, organizational restructuring], we regret to announce that we will be reducing the number of positions within our team.

This decision was not made lightly, and we thoroughly evaluated all possible alternatives before concluding that downsizing was necessary. We want to express our sincerest gratitude for your contributions to the company and assure you that this decision is in no way a reflection of your performance or dedication.

Effective [effective date], your position will be affected by this change. We are committed to supporting you during this transition and will provide [details about severance packages, outplacement services, etc.]. We encourage you to reach out to HR at [HR contact information] should you have any questions or need assistance.

We understand that this news may be distressing, and we want to make ourselves available to you during this difficult time. Please feel free to contact your manager or HR representative if you would like to discuss your situation further.

Thank you for your understanding and for your commitment to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]