

Workforce Reduction Notice

Date: [Insert Date]

To: [Employee Name]

From: [Your Company Name]

Subject: Notice of Workforce Reduction

Dear [Employee Name],

We regret to inform you that, due to [reason for reduction, e.g., business restructuring, economic conditions], our company has made the difficult decision to reduce our workforce. This letter serves as formal notice that your position will be terminated effective [effective date].

We want to express our appreciation for your contributions to the company during your employment. We encourage you to reach out to our HR department for information on severance packages, benefits, and job placement assistance.

Please feel free to contact me directly at [your contact information] if you have any questions or need further clarification.

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]