

# Subject: Job Impact Notification Due to Company Consolidation

Dear [Employee Name],

We hope this message finds you well. As you may be aware, [Company Name] is undergoing a consolidation process aimed at improving our operational efficiency and long-term viability. We value your contributions and want to inform you about the potential impact this may have on your position.

As part of this process, we are reviewing all roles within the organization. Unfortunately, this may result in some positions being eliminated or modified. We want to assure you that we are committed to supporting our employees during this transition.

If your role is affected, you will receive a formal notice by [date]. We will also provide resources, including job placement assistance and counseling services, to help you navigate this change.

We understand that this news may cause concern, and we encourage you to reach out with any questions or discuss any specific circumstances with your manager or HR representative.

Thank you for your understanding and for your dedication to [Company Name]. We are committed to communicating transparently throughout this process.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]