

Important Update Regarding Your Position

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of recent adjustments to our workforce that will impact your role within [Company Name].

As part of our ongoing efforts to streamline operations and respond to the changing market conditions, we have made the difficult decision to [briefly explain the adjustment, e.g., restructure departments, reduce roles, etc.]. This decision has not been made lightly, and we appreciate the contributions you have made to the team.

Your Role

Effective [date], your position as [Job Title] will be impacted by these changes. We want to ensure you have all the information you need during this transition period.

Next Steps

Please meet with your supervisor on [date] to discuss the details further, including any potential alternative opportunities within the organization and the support we can provide.

Your well-being and career development are important to us, and we are committed to helping you navigate this change. If you have any immediate questions, please do not hesitate to reach out to [HR contact information].

Thank you for understanding and for your dedication to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]