

# Important Workforce Adjustment Notification

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about some important adjustments that will be taking place within our workforce.

As part of our ongoing efforts to enhance operational efficiency, we have made the difficult decision to [briefly describe the reason for adjustment, e.g., restructure our team, reduce workforce size, etc.]. This decision was not made lightly and is essential for the long-term success of our organization.

We value the contributions you have made during your time with us and understand that this news may come as a surprise. Therefore, we would like to provide you with the necessary support during this transition.

Details of the adjustment are as follows:

- Effective Date: [Insert date]
- Position Affected: [Insert position title]
- Severance Package: [Brief details on severance, if applicable]
- Support Services: [Include information on any counseling or job placement services available]

We encourage you to reach out to [HR Contact Name or Position] at [HR Contact Email] or [HR Contact Phone Number] should you have any questions or require further clarification.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]