

Company Downsizing Notification

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [reason for downsizing, e.g., economic conditions, restructuring], our company must proceed with downsizing efforts. This difficult decision has been made to ensure the long-term sustainability of our organization.

Your position as [Job Title] will be impacted, and your last working day will be [Last Working Day]. We understand the challenges this may present and are committed to supporting you through this transition.

We will be providing you with the following assistance:

- Severance package
- Outplacement services
- Access to career counseling
- [Any other relevant support]

Please feel free to reach out to [HR Contact Name] at [HR Contact Information] if you have any questions or need further assistance.

We appreciate your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]