

Important Announcement Regarding Employee Layoffs

Dear [Employee's Name],

We regret to inform you that due to [reason for layoffs, e.g., economic conditions, restructuring], we are reducing our workforce. This decision was not made lightly, and we value the contributions each employee has made to the company.

As of [date], your position will be terminated. We understand that this news may be difficult to process, and we are committed to assisting you during this transition.

You will be provided with [details about severance pay, benefits, outplacement services]. Please reach out to [HR contact information] if you have any questions or need further assistance.

We appreciate your hard work and dedication during your time with us. Thank you for your understanding in this challenging situation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]