

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about some changes that are affecting our organization. Due to [reason for job cuts, e.g., economic challenges, restructuring], we have made the difficult decision to reduce our workforce.

This decision was not made lightly and involved thorough consideration of all alternatives. Unfortunately, this will result in the elimination of [number of positions] positions in the company.

Your role will be affected by this change, and your last working day will be [last working day]. We want to assure you that we are committed to supporting you during this transition.

We will provide you with a severance package that includes [details of severance package and any other support, e.g., outplacement services]. We encourage you to reach out to our HR department for further details and assistance.

Please know that we appreciate your hard work and dedication during your time with us. We value your contributions and are truly sorry for the impact this decision will have on you.

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]