

# Staff Reduction Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

We regret to inform you that due to [reason for reduction, e.g., economic circumstances, restructuring], we must reduce our staff accordingly. This decision has not been made lightly, and we appreciate your contribution to the company.

Your last working day will be [insert last working day]. You will receive [details regarding severance package, final paycheck, etc.].

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out to [HR contact information].

Thank you for your understanding and for the time you spent with [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]