

# Important Announcement Regarding Staff Changes

Dear Team,

We hope this message finds you well. We are writing to inform you about a significant organizational change that is necessary for the sustainability and growth of our company.

After careful consideration, we have made the difficult decision to reduce our workforce. This step is essential for aligning our resources with the current demands of our business. We understand this news may be surprising and upsetting, and we want to assure you that this decision was not made lightly.

We will hold a meeting on [date] at [time] in [location/virtual platform] to discuss this change in more detail and answer any questions you may have. Individual meetings will also be scheduled for those affected by this decision.

Please know that we are committed to supporting everyone during this transition. We will provide not only severance packages but also resources to help with job placement and resume support.

Thank you for your understanding and support during this challenging time.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]