

Workforce Adjustment Advisory

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Workforce Adjustment Notification

Dear [Employee's Name],

We are reaching out to inform you of a necessary adjustment to our workforce due to [reason for adjustment, e.g., changes in business conditions, restructuring, etc.]. This decision has not been made lightly and is essential for the continued health and success of our organization.

As part of this adjustment, your position as [Employee's Position] will be impacted. We value your contributions and want to ensure that you are supported during this transition. Please find the details below:

- **Effective Date:** [Insert date]
- **Severance Package:** [Details of severance, if applicable]
- **Support Services:** [Details of any available support services, e.g., career counseling, job search assistance]

We encourage you to reach out to [Contact Person/HR Department] at [Contact Information] should you have any questions or require further assistance. Our team is here to support you during this difficult time.

Thank you for your hard work and dedication to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]