

Workforce Reduction Notification

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Position: [Job Title]

Dear [Employee Name],

We regret to inform you that due to [reason for workforce reduction, e.g., economic challenges, restructuring, etc.], we must implement a reduction in our workforce. Unfortunately, your position has been identified as part of this reduction.

Your last day of employment will be [last working day, typically two weeks from the date of this letter]. We will provide you with your final paycheck, along with any accrued vacation pay, on your last day.

We understand that this news is difficult, and we are committed to assisting you during this transition. Our HR team will be available to discuss your benefits and any available resources that we can provide.

Thank you for your contributions to [Company Name]. We truly appreciate your hard work and dedication during your time with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]