

# Notice of Workforce Reduction

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [reason for workforce reduction, e.g., budget constraints, organizational restructuring], we must implement a workforce reduction that impacts your position as Museum Education Officer.

This decision was not made lightly and comes after careful consideration of our current financial situation and future direction. Your contributions to [Museum Name] have been greatly valued, and we appreciate your dedication to our mission of education and outreach.

Your last working day will be [insert last working date], and we will provide you with [details about severance, benefits continuation, and any support offered for job placement or counseling].

We encourage you to reach out to [contact information for HR or relevant department] if you have any questions or need further assistance during this transition.

Thank you for your service and commitment to [Museum Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Contact Information]