

Workforce Restructuring Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this letter finds you well. We are writing to inform you of important developments regarding the restructuring of our workforce due to [reason for restructuring, e.g., market changes, organizational efficiency, etc.].

As part of this restructuring initiative, we have made the difficult decision to [briefly describe the impact, e.g., eliminate certain positions, consolidate departments, etc.]. Unfortunately, this means that your position as [Employee's Position] will be affected.

We want to assure you that this decision was not taken lightly and is part of our ongoing efforts to [company's goals related to the restructure]. Your contributions to our company have been greatly valued.

In light of this change, we will be providing you with [details about severance packages, support services, or re-employment assistance]. Our HR department is available to discuss these options and answer any questions you may have.

Please feel free to reach out to your manager or the HR department at [contact information] if you need further information or support during this transition.

We appreciate your understanding and cooperation during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]