

Workforce Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about important changes that will be taking place within our organization. Due to [brief description of the reason for adjustment, e.g., economic conditions, restructuring, etc.], we must make adjustments to our workforce.

As a result of these changes, your position as [Employee's Position] will be affected. This notice serves to formally communicate that your employment will be terminated effective [Last Working Day, if applicable].

We appreciate your contributions to [Company Name] and understand the impact this change may have on you.

We are committed to providing support during this transition. Please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone] regarding any questions or to discuss potential next steps.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]