

Subject: Important Update Regarding Operational Restructuring

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about an important development regarding our company's operational restructuring.

After thorough consideration and strategic planning, we have made the difficult decision to exit certain operational areas to better align with our long-term goals. This restructuring is aimed at enhancing our efficiency and overall performance.

As part of this process, we regret to inform you that your position will be affected. Your last working day with [Company Name] will be [Last Working Day]. We are committed to supporting you during this transition and will provide various resources and services.

Please find the details of your severance package and available support services attached. We also encourage you to reach out to our HR team at [HR Contact Information] should you have any questions or need assistance.

We appreciate your contributions to [Company Name] and are grateful for your dedication and commitment during your time with us.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]