

Notification of Workforce Reduction

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

As part of our ongoing efforts to streamline operations and ensure the long-term sustainability of our organization, we have made the difficult decision to restructure our workforce. This action is a necessary step to address current economic challenges and align our resources with strategic objectives.

Regrettably, your position has been affected by this restructuring initiative. Your last working day will be [Insert Date], and you will receive a severance package in accordance with company policy.

We recognize and appreciate your contributions to [Company Name] during your time with us. We are committed to supporting you during this transition. Please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone] for any assistance regarding your severance, benefits, or job placement resources.

Thank you for your understanding and for your dedicated service to our company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]