

Job Displacement Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

City, State, Zip: [City, State, Zip]

Dear [Employee's Name],

We regret to inform you that due to ongoing economic challenges, [Company Name] has made the difficult decision to reduce our workforce. This decision is prompted by various economic factors that have impacted our operations and sustainability.

Your position as [Job Title] will be affected, and your last working day will be [Last Working Day]. We understand that this news is difficult, and we want to express our gratitude for your contributions to the company.

We are committed to assisting you during this transition. You will receive [details about severance, benefits, and any support services].

If you have any questions or require further assistance, please do not hesitate to reach out to [Contact Person] at [Contact Information].

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]