

Important Announcement Regarding Organizational Changes

Dear Team,

We hope this message finds you well. We are writing to inform you of some significant changes taking place within our organization that are a result of our ongoing efforts to streamline operations and align our resources more effectively.

After careful consideration and in light of current market conditions, we regret to announce that we will be implementing a reduction in workforce. This decision was not made lightly, and we understand the impact it will have on our valued employees.

The layoffs will affect specific departments, and we are committed to providing support to those impacted during this transition. Our HR team will be reaching out to affected individuals to discuss next steps and available resources.

We appreciate the hard work and dedication each of you has contributed towards our goals. Your contributions have been invaluable, and we want to ensure that you receive the support necessary during this difficult time.

Thank you for your understanding and professionalism as we navigate these changes together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]