

Staff Layoff Update

Dear Team,

I hope this message finds you well. I am reaching out to provide an update regarding the recent discussions about staff layoffs within our department.

As you may be aware, we are currently facing some challenging circumstances that have necessitated difficult decisions. We want to assure you that this decision was not made lightly, and we are committed to supporting those affected during this transition.

We value each of you and your contributions to the team. To maintain transparency, we will hold a meeting on [date] at [time] where we will discuss the situation in more detail and answer any questions you may have.

In the meantime, please feel free to reach out to me directly if you have any immediate concerns or require further information.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]