

# Staff Reduction Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Title]

Subject: Notice of Staff Reduction

Dear [Employee's Name],

We regret to inform you that due to [reason for staff reduction, e.g., organizational restructuring, financial constraints], we will be implementing a staff reduction that affects your position. This decision was not made lightly, and we understand the challenges this may pose.

Your last working day will be [insert date]. We will provide you with [details of severance package, benefits, and other relevant information]. Our HR team will be available to assist you during this transition and address any questions you may have.

We appreciate your contributions to [Company Name] and wish you the best for your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]