

Workforce Adjustment Notification

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoffs, e.g., financial constraints, restructuring, etc.], we must implement a workforce adjustment that will affect your position. This decision was made following careful consideration of our current business situation.

Your last working day will be [Insert Last Working Day]. During this transition, we encourage you to utilize our [mention any support services available, e.g., employee assistance programs, job placement services, etc.].

We appreciate your contributions to [Company Name] and wish you all the best in your future endeavors. If you have any questions or require further information, please feel free to reach out to [insert HR contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]