

Staff Reduction Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that due to [reason for staff reduction, e.g., economic conditions, organizational restructuring], we are compelled to reduce our workforce. After careful consideration, it has been decided that your position will be affected by this reduction.

Your last working day will be [insert date]. We appreciate your contributions during your time with [Company Name]. We are committed to ensuring this transition is as smooth as possible and will provide you with [details about severance, assistance programs, etc.].

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]