

Important Notification to Employees

Date: [Insert Date]

Dear Employees,

We are writing to inform you that [Company Name] has decided to initiate bankruptcy proceedings. This decision was made after careful consideration of our financial situation and the current market conditions.

The filing will take place on [Insert Filing Date] under Chapter [Insert Chapter Number] of the U.S. Bankruptcy Code. This process will allow us to restructure our debt and seek necessary financial relief.

We want to assure you that we are committed to keeping you informed and will provide updates as we move through this process. Your roles are valuable and we are working diligently to retain as many employees as possible.

For any immediate questions or concerns, please reach out to [HR Contact Information].

Thank you for your understanding and continued support during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]