

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Workforce Reduction Notification

We regret to inform you that due to [specific reason for the workforce reduction, e.g., economic challenges, organizational restructuring], your position will be affected as part of our workforce reduction initiative. Your last working day will be [date]. We appreciate your contributions to [Company Name] and understand that this news may be difficult.

Please be assured that we will provide support during this transition. You will receive [mention any severance packages, assistance for job search, etc.].

If you have any questions or need further assistance, please do not hesitate to reach out to [HR representative's name and contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]