

REDUCTION IN FORCE ACKNOWLEDGMENT

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Acknowledgment of Separation due to Reduction in Force

Dear [Employee Name],

This letter serves as formal acknowledgment of your separation from [Company Name] effective [Last Working Date], due to a Reduction in Force (RIF).

By signing this document, you acknowledge the following:

- You have been officially notified of your position being eliminated.
- You have received the separation information packet, including details regarding final pay, benefits continuation (COBRA), and outplacement services (if applicable).
- You understand that this separation is not a reflection of your individual performance.
- You agree to return all company property, including keys, badges, laptops, and proprietary data, by [Date].

Please sign and return one copy of this letter to the Human Resources Department to confirm your receipt of this notice.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Name of HR Representative/Manager]

[Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], hereby acknowledge that I have received formal notice of the Reduction in Force and understand the terms of my separation as outlined above.

Signature: _____ Date: _____