

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [Employee ID Number]

**Subject: Notice of Workforce Reduction**

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal restructuring process. As a result of this workforce reduction, we regret to inform you that your position as [Job Title] is being eliminated, and your employment will terminate effective [Final Working Date].

This decision is due to [business reasons, e.g., economic conditions/restructuring] and is not a reflection of your individual job performance.

**Final Pay and Benefits**

You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final date, as well as [accrued vacation/PTO time], subject to standard tax withholdings.

**Severance and Support**

[Optional: Details regarding severance pay, outplacement services, or benefits extension. If not applicable, remove this section.]

**Company Property**

Please return all company property, including [keys, laptop, ID badges, credit cards], to the Human Resources department by [Date/Time].

**Contact Information**

If you have questions regarding your benefits, COBRA, or retirement accounts, please contact [HR Representative Name] at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]