

[Date]

[Employee Name]

[Employee ID]

[Address]

Dear [Employee Name],

Please be advised that [Company Name] has decided to conduct a reduction in force due to [business reasons, e.g., economic conditions/restructuring]. Regrettably, your position as [Job Title] is being eliminated, and your employment will terminate effective [Last Working Date].

This decision is based on business requirements and is not a reflection of your individual performance.

Final Pay: Your final paycheck will include all hours worked up to your final date, plus [accrued vacation/PTO], less standard deductions. This will be paid on [Date].

Severance and Benefits: [Details regarding severance pay, if applicable]. Your health insurance benefits will continue through [Date]. Information regarding COBRA enrollment will be sent via separate mail.

Company Property: Please return all company property, including [keys, laptop, badges], to [Department/Person] by [Date].

Support: [Details regarding outplacement services or reference policy].

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

Sincerely,

[Name]

[Title]

[Company Name]