

[Company Letterhead]

[Date]

[Employee Full Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Reduction in Force

Dear [Employee First Name],

Please be advised that [Company Name] is undergoing a corporate restructuring and reduction in force due to [reason: e.g., economic conditions/business realignment]. Regrettably, your position as [Job Title] is being eliminated, and your employment will terminate effective [Last Day of Work Date].

Because you are a remote employee, we have outlined the specific procedures for your transition below:

- **Final Pay:** Your final paycheck, including payment for [accrued vacation/PTO], will be issued on [Date] via [Direct Deposit/Mail].
- **Company Equipment:** You will receive a prepaid shipping box at your home address within [Number] business days. Please use this to return your company laptop, monitor, and [list other equipment] by [Deadline Date].
- **Benefits:** Your health insurance coverage will continue through [Date]. You will receive a separate COBRA package via email and physical mail regarding your options for continued coverage.
- **Severance:** [Optional: You are eligible for a severance package contingent upon signing a separation agreement, which will be sent to your personal email, [Employee Personal Email Address].]
- **System Access:** Access to company networks, Slack, and email will be deactivated on [Time/Date]. Please ensure any personal files are removed prior to this time.

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors. If you have questions regarding your transition, please contact [HR Contact Name] at [HR Email Address].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]