

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Reduction in Force

Dear [Employee Name],

I am writing to inform you that [Company Name] has made the difficult decision to reduce its workforce due to a significant economic downturn and its impact on our industry. Regrettably, this means your position as [Job Title] is being eliminated, effective [Last Working Day Date].

This decision is strictly based on the current economic climate and a restructuring of company operations. It is in no way a reflection of your individual performance or contributions to the team.

Regarding your transition, please note the following information:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for all hours worked through your final day and [mention any accrued vacation/PTO pay if applicable].
- **Severance:** [Detail severance package information or state "You are eligible for a severance package as outlined in the attached document"].
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive a separate notice regarding COBRA enrollment and other benefit options.
- **Company Property:** Please return all company equipment (laptop, keys, badges) to [Department/Person] by [Date].

We understand that this is difficult news. To assist you during this transition, we are offering [mention outplacement services or career counseling, if applicable].

We thank you for your hard work and dedication during your time with [Company Name]. We wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]