

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Phased Reduction in Force

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is implementing a phased reduction in force. Due to [reason for reduction, e.g., structural reorganization/economic conditions], your position of [Job Title] has been identified for elimination.

This reduction is being conducted in phases. Your employment is scheduled to conclude on [Final Employment Date]. Until that time, you will remain in your current role and are expected to perform your regular duties.

Transition Period Details:

- **Phase 1 Duration:** From [Start Date] to [End Date].
- **Retention Bonus:** [Optional: Details regarding bonus for staying until the final date].
- **Benefits:** Your current benefits will remain active through [Date]. Information regarding COBRA and benefit extensions will be provided separately.

Support and Next Steps:

We are committed to supporting you during this transition. You will receive a separate separation agreement outlining your severance package, outplacement services, and final pay details. Please review and return the signed document by [Deadline Date].

We want to thank you for your contributions to [Company Name]. If you have any questions regarding this notification or the transition process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]