[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Reduction in Force

Dear [Employee Name],

I am writing to inform you that [Company Name] has made the difficult decision to implement a reduction in force. Due to [reason: e.g., economic conditions/restructuring/budgetary constraints], your position as [Job Title] is being eliminated effective [Last Working Day Date].

This decision is based on business requirements and is not a reflection of your personal performance or contributions to the company.

Regarding your transition, please note the following:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for all hours worked through your last day plus [accrued vacation/PTO].
- **Severance:** [Detail severance package details if applicable, or mention a separate agreement].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. Information regarding COBRA and benefit conversion will be sent to you via [mail/email].
- **Company Property:** Please return all company equipment, including [laptop/keys/ID badge], by [Date].

We appreciate the work you have done for [Company Name] and wish you success in your future endeavors. If you have questions regarding your compensation or benefits, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title]