

[Company Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

I am writing to inform you that [Company Name] has decided to reduce its workforce due to [reason: e.g., economic conditions, restructuring, or budget constraints]. Unfortunately, this means your position as [Job Title] is being eliminated, and your employment will terminate on [Final Date of Employment].

This decision is a result of a business reduction in force and is not a reflection of your individual 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 and [accrued vacation/PTO, if applicable].
- **Severance:** [Detail severance package information or state if not applicable].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate packet regarding COBRA enrollment and retirement plan options.
- **Company Property:** Please return all company property, including [keys, laptop, ID badges], by [Date].

If you have questions regarding your benefits or the contents of this letter, please contact [HR Representative Name] at [Phone Number/Email].

We appreciate your service to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]