

[Company Letterhead]

[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 reduce its workforce. Regrettably, your position as [Job Title] is being eliminated effective [Last Working Day Date].

This decision is a result of [reason: e.g., business restructuring, economic conditions, or budgetary constraints] and is not a reflection of your individual performance or contributions to the company.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for work through your final day and [accrued vacation/PTO], in accordance with company policy and local laws.
- **Severance:** [Detail severance package details if applicable, or state "You are eligible for a severance package as outlined in the attached agreement"].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and other benefit extensions will be sent to you via [mail/email].
- **Company Property:** Please return all company property, including [laptop, keys, ID badge], to [Department/Person] by [Date].

We understand that this is a difficult time. The Human Resources department is available to answer any questions you may have regarding your benefits or transition assistance. You may contact them at [Phone Number] or [Email Address].

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

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]