[Date]

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

Subject: Notification of Reduction in Force

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to implement a reduction in force due to [reason for reduction, e.g., economic conditions, restructuring, or budget constraints]. Unfortunately, this means your position as [Job Title] is being eliminated, and your employment will terminate effective [Last Working Day].

This decision is final and is not a reflection of your individual job performance. It is strictly based on the operational needs of the company.

Regarding your transition, please note the following information:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked through your final day, as well as [accrued vacation/PTO], subject to state and federal laws.
- **Severance:** [Detail severance package details here or state if no severance is provided].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate packet regarding COBRA enrollment and retirement account options.
- **Company Property:** Please return all company property, including [keys, laptop, ID badge, etc.], to [Department/Person] by [Date].

We understand that this is a challenging time. If you have questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number] or [Email Address].

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Manager/HR Representative Name]
[Title]
[Company Name]