

To: [Executive Name/Board of Directors]

From: [Your Name/Department Head]

Date: [Date]

Subject: Recommendation for Reduction in Force - Sales Department

Dear [Recipient Name],

Following a comprehensive review of our current market position and projected annual revenue, I am writing to formally recommend a Reduction in Force (RIF) within the Sales Department.

This recommendation is based on the following factors:

- Realignment of sales territories to eliminate redundancies.
- Shift in strategic focus toward [Specific Product/Market].
- Necessity to reduce departmental overhead by [Percentage]%.

The proposed reduction involves [Number] positions. These selections were made based on a neutral assessment of [Selection Criteria, e.g., tenure, performance metrics, or role elimination].

I have attached the list of affected employees and the proposed transition timeline for your approval. We are prepared to coordinate with Human Resources to ensure all legal requirements are met and that affected staff receive appropriate severance packages.

Please let me know your availability to discuss the implementation of this plan.

Best regards,

[Your Signature]

[Your Title]