

Formal Group Layoff Notification Letter

Subject: Organizational Layoff Announcement

Dear Team,

Due to recent changes in our business operations, it is with regret that we must announce a reduction in workforce. The following positions will be impacted: [List of positions/departments].

Affected employees will receive details on severance, benefits, and support services. Please know this decision was not made lightly, and we appreciate the dedication and hard work of all our employees.

HR will be available to answer any questions regarding the transition.

Sincerely,

[CEO/Manager Name]

[Company Name]

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