

Preliminary Layoff Notification Email

Subject: Possible Workforce Reductions

Dear [Employee Name],

I want to inform you in advance of potential organizational changes that may impact your role at [Company Name]. While no final decision has been made yet, we are reviewing staffing needs and unfortunately layoffs may be necessary.

We will keep you updated as soon as we have more definitive information. In the meantime, please reach out to HR with any questions or concerns.

Sincerely,

[Your Name]

[Title]

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