

Group Layoff Announcement Message

Subject: Organizational Changes and Layoffs

Dear Team,

It is with deep regret that I must inform you of a company-wide reduction in workforce. Several positions, including some in this department, will be eliminated effective [date]. This decision is a result of [reason such as financial challenges or restructuring].

For those affected, HR will be in touch individually to provide details about severance, benefits, and available support resources. For others, please understand that this is a difficult period for all, and I ask for compassion and respect as we move forward.

We appreciate the dedication and hard work of everyone impacted, and we are grateful for their contributions to our company.

Sincerely,

[Your Name]

[Title]

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