**Reduction in Force Letter Template**

Date:

Employee Name:

Title:

Department:

Dear [Name of Employee],

Due to [reasons], the company has decided to eliminate certain [positions or departments]. We have done all we can for the past [time period] to try and address the [main causes] but to no avail. We regret to inform you that your role in the company is one of those to be reduced. Your last day of employment with us is on [precise date].

Your last paycheck will be paid on [date]. Your remaining paid-leave will be paid out to you then as well. Medical benefits will be paid through [date]. For reimbursements for approved expenses, please submit a request as soon as possible.

A meeting has been set up between yourself and a Human Resources representative. During that meeting, you will learn what the company can do for you to support you at this time. There is, for example, career counseling available [or whatever service is available].

You have the right to appeal this decision through the proper channels within [time period]. You are also encouraged to seek legal counsel to review the reduction in force and to offer potential courses of action.

Please accept our deep regrets. We greatly appreciated your contribution.

Sincerely,

[Relevant Person's Name.]