[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I regret to inform you that I will be reducing hours in the practice, effective [date]. Although we hope we will be able to restore hours to all employees soon, we are unable to commit to a date at this time.

A recent [Restructuring, economic downturn, buyout, etc.] requires that [company name] evaluate our payroll costs and reduce hours.

These hour reductions are not related to individual performance.

You will receive your regular hourly rate for all hours worked and can apply for supplemental unemployment insurance for the reduction in hours.

Thank you for your contributions to the company. If you have any further questions, please get in contact with [contact name].

Sincerely,

[Your Name]

[Title]

cc: [Manager’s Name]