Announcing Bad News to Employees

[You're Name]
[Address]
[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

Many of you might already be aware of this bad news of [enter news]. I have written this letter in order to inform you all about it. Good and bad news are part of businesses rather part of life. I have come to know that some of you have taken serious effect of this news and are planning to leave the employment to look for better opportunities. This is a natural reaction but my suggestion to you all is to stay motivated. A bad news is followed by good news too. In this hard time, we need to stay strong and keep doing our work. I have also planned a meeting on [enter date] to discuss the whole situation with you. All employees are requested to attend it. I would once again say that don't let this bad news of [enter news] affect your work. Keep working passionately and honestly as always. Thank you!

[You're Name]

[Senders Title] -Optional-