

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Redundancy

I am writing to formally inform you of my position being made redundant due to [brief reason for redundancy, e.g., company restructuring, downturn in business, etc.].

As of [effective date], my role as [Your Job Title] will no longer exist within the organization. This decision has not been made lightly and follows [mention any prior discussions or notices, if applicable].

I appreciate the opportunities I have had while working at [Company Name] and am grateful for the support of my colleagues. I will ensure a smooth transition of my responsibilities and provide any necessary assistance during this period.

Please let me know how I can best facilitate this process.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]