

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

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Redundancy

I am writing to formally inform you that, due to [reason for redundancy, e.g., restructuring, financial constraints], your position as [Employee's Job Title] will be made redundant. This decision is effective as of [effective date].

Despite our efforts to explore alternatives, it has become clear that [brief explanation of the circumstances leading to redundancy]. We understand how difficult this news is, and we want to assure you that this decision was not made lightly.

You will be provided with [details about severance pay, benefits, and any support offered, such as job placement assistance or counseling]. The total redundancy payment you are entitled to is [amount or formula for calculation].

You are invited to discuss this situation further and to ask any questions you might have regarding this process. Please feel free to reach out to [HR contact person or relevant department] at [contact information].

Thank you for your contributions to the company during your time with us. We wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]