

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

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

Dear [Recipient's Name],

I regret to inform you that due to [reason for redundancy, e.g.,  
restructuring, financial difficulties], your position of [Job Title] is  
being made redundant, effective [date].

We appreciate your contributions to the company, and we are committed to  
supporting you during this transition. Please find attached details  
regarding your redundancy package and resources for next steps.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]