

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to [reason for redundancy, e.g., restructuring, financial difficulties], your position as [Employee's Job Title] will be redundant as of [effective date].

We appreciate your contributions and will provide support during this transition, including [details about severance, assistance, etc.].

Please feel free to reach out with any questions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]