

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Redundancy

We regret to inform you that due to [reason for redundancy, e.g., restructuring, economic challenges], your position as [Employee's Job Title] is no longer required, and as a result, we must terminate your employment with [Company Name] effective [termination date].

We greatly appreciate your contributions during your time with us.

[Optional: Include a brief note about specific contributions or achievements.]

You will receive [details about severance pay, final paycheck, and any other benefits]. Please return any company property by [date].

Should you have any questions or require further information, please do not hesitate to contact [HR contact name and details].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Optional: Enclosure/cc if applicable]