

[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 am writing to formally notify you of the redundancy of my position as [Your Job Title] effective [Date]. This decision has been made due to [brief reason for redundancy, e.g., company restructuring, economic conditions, etc.].

I would like to express my gratitude for the opportunities I have had during my tenure at [Company's Name]. I appreciate the support from my colleagues and management throughout my employment.

Please let me know if there are any formalities or procedures I need to complete before my departure.

Thank you for your understanding.

Sincerely,  
[Your Name]