

****Template 1: Redundancy Notification Letter****

[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],

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

We appreciate your contributions during your time at [Company Name] and want to ensure you are supported during this transition. You are invited to a meeting on [date and time] to discuss this in more detail and any options available to you.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]

****Template 2: Redundancy Appeal Letter****

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

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

Dear [Manager's Name],

I am writing to formally appeal the decision regarding the redundancy of my position, [Your Job Title], as communicated on [date of notification].

I believe the decision may not fully consider [your reasons for appeal, e.g., my contributions, suitability for other roles]. I would appreciate the opportunity to discuss this matter further and explore any potential alternatives.

I look forward to your response.

Sincerely,

[Your Name]

****Template 3: Redundancy Acceptance Letter****

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

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the redundancy notice I received on [date].

I would like to thank you for the support provided during my time at [Company Name]. Please let me know the next steps in the process, including any final paperwork and my final paycheck details.

Thank you once again. I appreciate the opportunity to have been a part of [Company Name].

Sincerely,

[Your Name]