

**\*\*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]

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**\*\*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]

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**\*\*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]