

[Your Company's 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., company restructuring, financial difficulties], your position as [Employee's Job Title] will be made redundant effective [Last Working Day, e.g., two weeks from today].

We understand that this news is difficult, and we want to assure you that this decision was not taken lightly. You have been a valued member of our team, and we appreciate your contributions during your time with us.

[Details regarding severance package, final paycheck, and any benefits].

We are committed to supporting you during this transition period and encourage you to reach out to [HR contact or outplacement service] for assistance with job searching and resume writing.

Please do not hesitate to contact me directly if you have any questions or wish to discuss this matter further.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]