

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Termination of Employment Due to Redundancy

We regret to inform you that your position at [Company Name] will be terminated effective [Last Working Day, e.g., "immediately" or "two weeks from today"]. This decision has been made due to [briefly explain reason for redundancy, e.g., "restructuring within the company," "changes in market conditions," etc.].

As per your employment contract and statutory requirements, you will receive [outline any severance pay, benefits, or support offered]. You will also be provided with information regarding your final paycheck, including payment for unused vacation days.

We truly appreciate your contributions during your time with [Company Name] and wish you all the best in your future endeavors. Please feel free to reach out if you need assistance during your transition or have any questions regarding this decision.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]