

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Redundancy

I hope this letter finds you well. I am writing to formally inform you of my position regarding the recent discussions about potential redundancies within [Department/Company Name].

Due to [reason for redundancy, e.g., organizational changes, economic downturn], your position as [Job Title] is proposed for redundancy, effective [date of redundancy]. This decision was not made lightly and comes after thoughtful consideration of the company's current circumstances and operational needs.

I would like to take this opportunity to express my gratitude for your contributions to [Company Name]. Your skills and dedication have been highly valued, and we appreciate the impact you have made during your time with us.

Please find attached the necessary information regarding your rights and the redundancy process, including any available support services for your transition. We are committed to assisting you during this period.

If you have any questions or need further clarification, please do not hesitate to reach out to me directly.

Thank you once again for your service to [Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]