

[Your Company 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., organizational restructuring, economic conditions], your position as [Employee's Job Title] is being made redundant, effective [last working day, if applicable].

We appreciate your contributions to [Company Name] and understand that this news may be difficult. We are committed to supporting you during this transition.

Please find enclosed details regarding your redundancy package, entitlements, and any additional support available to you, such as career counseling or job placement services.

Should you have any questions or require further assistance, please do not hesitate to contact [HR representative/contact name] at [HR representative's contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Enclosure: Redundancy Package Details]