

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Redundancy Confirmation

We regret to inform you that your position as [Job Title] has been made redundant due to [brief explanation of reason, e.g., restructuring, downsizing, etc.].

Your last working day with the company will be [last working day], and we will ensure that you receive all statutory entitlements, including [mention any severance pay, accrued vacation days, etc.].

You are welcome to discuss this decision further with [HR representative's name or supervisor's name], who can provide additional support during this transition.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]