

[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 your position as [Job Title] is being made redundant due to [reason for redundancy, e.g., restructuring, economic factors]. This decision has not been taken lightly and follows a thorough review of the business needs.

Your last working day will be [Last Working Day, typically two weeks from the date of the letter], and you will receive all outstanding salary, accrued holiday pay, and any other entitlements as per your employment contract.

We would like to offer you support during this transition. You are encouraged to speak with [HR contact name or position] regarding any questions or if you require assistance with job placement services or references.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]