

**\*\*Redundancy Letter Outline\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

**\*\*Subject: Notice of Redundancy\*\***

1. **\*\*Introduction\*\***

- State the purpose of the letter.
- Mention the position affected.

2. **\*\*Reason for Redundancy\*\***

- Explain the circumstances leading to the redundancy.
- Reference any relevant company policies or external factors.

3. **\*\*Details of the Redundancy\*\***

- Provide the effective date of redundancy.
- Outline the redundancy package and any entitlements.

4. **\*\*Support and Next Steps\*\***

- Offer information on support services available (e.g., job placement, counseling).
- Mention any meetings scheduled to discuss further details.

5. **\*\*Conclusion\*\***

- Express appreciation for the employee's contribution.
- Provide encouragement for future opportunities.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]