

****Redundancy Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Redundancy

I am writing to formally inform you of the decision regarding your position within [Company's Name]. Due to [reason for redundancy, e.g., company restructure, change in market conditions, etc.], we regret to inform you that your role as [your job title] is being made redundant. Your last day of employment will be [date]. We would like to provide you with the following details regarding the redundancy process:

1. ****Severance Package:**** You will receive [details about severance pay, notice period, etc.].

2. ****Final Settlement:**** Any outstanding payments, including [details about unpaid leave, benefits, etc.], will be settled by [date].

3. ****Support Services:**** We will offer [details about support such as job placement services, counseling, etc.].

We appreciate your contributions to the company and are committed to supporting you through this transition. Please feel free to reach out to [HR representative's name/department] at [contact information] for any questions or further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]