

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Redundancy Notice

We regret to inform you that due to [reason for redundancy, e.g., restructuring, financial difficulties], your position as [Job Title] will be made redundant.

Your last working day will be [Last Working Day, typically [X] weeks from the date of this letter].

We will provide you with [details about severance pay, support services, and any other entitlements].

If you have any questions regarding this process or your entitlements, please do not hesitate to reach out to [Contact Person's Name and Position].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]