

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Notice of Redundancy

I am writing to formally notify you of the decision regarding your position within [Company Name]. Due to [reason for redundancy, e.g., financial constraints, restructuring, etc.], it has become necessary to reduce the workforce. Unfortunately, your position as [Job Title] will be made redundant, effective [date].

We understand that this news may come as a shock, and we want to assure you that this decision was not made lightly. We value your contributions and appreciate your dedication during your time with us.

You are invited to meet with [Supervisor's Name or HR Representative] on [date and time] to discuss the details of the redundancy process, including your entitlements and any support we can provide during this transition.

Please feel free to reach out with any questions or concerns you may have in the meantime.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]