

****Subject:** Notification of Redundancy**

****[Your Company Name]****

****[Your Company Address]****

****[City, State, Zip Code]****

****[Date]****

****[Employee's Name]****

****[Employee's Address]****

****[City, State, Zip Code]****

Dear [Employee's Name],

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

We understand that this news may be upsetting, and we want to assure you that we are here to support you during this transition. [Details about severance package, support services, or next steps.]

Please do not hesitate to reach out if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Company Name]