

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Redundancy

We regret to inform you that due to [reason for redundancy, e.g., organizational restructuring, economic difficulties], your position as [Employee's Job Title] will be made redundant, effective [Last Working Day, e.g., two weeks from the date of this letter].

This decision was not made lightly and took into consideration [brief explanation of the decision-making process]. We value your contributions to the company and appreciate the dedication you have shown during your employment.

You will receive [details of redundancy payment, severance pay, or any other compensation]. Our HR team will assist you with your transition, including information on [any available support, such as job placement services or counseling].

Please schedule a meeting with your manager or HR representative to discuss any questions you may have and to ensure a smooth transition.

Thank you for your understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]