

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],

I hope this message finds you well.

I am writing to formally inform you of the decision regarding your position at [Company Name]. Due to [briefly state the reason for redundancy, e.g., business restructuring, economic downturn], it is with regret that we must notify you of your redundancy, effective [date].

We recognize the contribution you have made to our team, and this decision was not made lightly. [Optional: Include any relevant information about the company's decision-making process or attempts to avoid redundancy].

You will receive [details regarding any severance package, notice period, and support services available, if applicable]. Please know that our HR department is available to assist you during this transition and answer any questions you may have.

We thank you for your hard work and dedication during your time at [Company Name].

Sincerely,

[Your Name]
[Your Position]
[Your Company]