

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

Dear [Employer's Name],

I am writing to formally request consideration for voluntary redundancy from my position as [Your Job Title] at [Company's Name]. After careful consideration, I believe that this option aligns with both my personal goals and the current needs of the company.

I have enjoyed my time working with [Company's Name] and appreciate the opportunities for professional development and the support I have received during my tenure. However, due to [brief explanation of reasons, if desired], I feel that now is the appropriate time for me to explore new opportunities.

I understand the implications of this decision and am committed to ensuring a smooth transition. I am willing to assist in the handover of my responsibilities and to support my team during this period.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]