

Termination of Employment Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to unforeseen circumstances and the ongoing restructuring of our business operations, we have to implement a redundancy program. Consequently, your position has been identified as redundant, and we must terminate your employment with [Company Name] effective [Insert Termination Date].

This decision was not made lightly and comes after careful consideration of all possible alternatives. We value your contributions and commitment to the company during your tenure.

Please contact [HR Contact/Department] at [HR Contact Number/Email] to discuss your final paycheck, any accrued vacation time, and other benefits. We are also happy to provide you with assistance in your job search during this transition.

Thank you for your hard work and dedication to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]