

# Employee Termination Letter

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We regret to inform you that your position at [Company Name] will be terminated due to redundancy, effective [Last Working Day]. This decision has been made after careful consideration of our current business needs and employee structure.

We appreciate your contributions to the company during your time with us, and we understand that this news may come as a shock. Please know that this decision is not a reflection of your performance, but rather a necessary step for the organization.

As per company policy, you will receive a redundancy payment and any outstanding pay owed to you. We will also provide support in your transition, including assistance with job placement or references if needed.

Your final paycheck will include all accrued vacation pay and any other entitlements as required by law. A detailed breakdown will be provided to you.

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Information].

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]