

# Employee Contract Termination Due to Redundancy

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 recent organizational changes and the current economic climate, we have made the difficult decision to eliminate certain positions within the company, including yours.

Your last working day will be [Insert Date]. You will receive all outstanding pay and benefits up to that date, including any accrued vacation days. A final paycheck will be issued on your last working day.

We appreciate your contributions during your time at [Company Name]. If you have any questions regarding the termination process or need assistance in your transition, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]