

# Dismissal Letter for Redundancy

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to ongoing restructuring within [Company Name], we have made the difficult decision to make your position redundant. This decision is part of our efforts to improve efficiency and adapt to current market conditions.

Your last working day will be [Last Working Day, typically notice period]. You will receive all wages, accrued holiday pay, and any other statutory entitlements up to this date.

We understand that this news may be distressing, and we want to support you during this transition. We will be available to provide you with a reference and can assist you with job search resources if needed.

Thank you for your contributions to [Company Name]. We wish you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]