

Employment Termination Due to Redundancy

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your position as [Employee's Position] will be terminated due to redundancy, effective [Last Working Day, Date]. This decision has been made after careful consideration of our current business needs.

We appreciate your contributions to the company and are grateful for the dedication you have shown during your time here. We will provide you with your final paycheck, including any accrued vacation days, in accordance with company policy.

If you have any questions or need further assistance during this transition, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]