

Redundancy-Related Termination Notice

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 [reason for redundancy, e.g., company restructuring, downsizing], your position at [Company Name] will be made redundant effective [Termination Date].

This decision was not made lightly and is part of our efforts to [briefly outline the reason, e.g., improve operational efficiency, respond to market conditions].

As per your employment contract and in accordance with [mention any applicable laws or policies], you will receive [details of any severance pay, notice period, final pay, etc.].

We appreciate your contributions to [Company Name] and wish you all the best in your future endeavors. If you have any questions regarding this notice or the process moving forward, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]