

Redundancy Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your position at [Company Name] will be terminated due to redundancy effective [Last Working Day, e.g., Date]. This decision is reached as part of a restructuring process to improve our operational efficiency.

We appreciate your contributions to the company and would like to assure you that this decision is not a reflection of your performance but rather a necessary move for the business.

You will receive your final paycheck, including any outstanding holiday pay and severance per your contract. Our HR department will assist you with any queries regarding your entitlements and future steps.

We are committed to supporting you during this transition and will provide references if needed.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]