

Severance Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to a redundancy situation within our organization, your position as [Job Title] will be terminated effective [Last Working Day]. This decision was not made lightly and is a result of [brief reason for redundancy, e.g., organizational restructuring, financial constraints, etc.].

As a valued member of our team, we want to support you during this transition. We are offering you a severance package, which includes:

- [Details of severance pay]
- [Details of accrued vacation/leave compensation]
- [Details of continuation of benefits, if applicable]

Please note that you will receive the final details of your severance package by [date]. We encourage you to contact HR if you have any questions or need further clarifications.

We appreciate your contributions to [Company Name] and wish you success in your future endeavors. Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]