

Termination Notification

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 redundancy, your position at [Company Name] will be terminated effective [Termination Date]. This decision has been made as part of our ongoing efforts to restructure the company and improve operational efficiency.

We appreciate the contributions you have made during your time with us and acknowledge the difficulties this decision may cause. We are committed to supporting you during this transition period and will provide you with [details of any support, severance pay, etc.].

Please feel free to reach out if you have any questions or require further clarification. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]