

Immediate Termination of Employment for Redundancy

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your position with [Company Name] is being terminated immediately due to redundancy. This decision is a result of [brief explanation of the reason for redundancy, e.g., restructuring, economic reasons, etc.].

We appreciate your contributions during your time with us and recognize that this news may be difficult. You will receive your final paycheck, including any accrued entitlements, in accordance with [Company's policies and local laws].

If you have any questions regarding your final payment or your rights, please do not hesitate to reach out to our Human Resources department at [HR contact information].

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]