

Termination due to redundancy

Subject: Termination of Employment Due to Redundancy

Dear [Employee's Name],

It is with regret that we inform you that your position at [Company Name] has been made redundant as part of a broader organizational restructuring. As a result, your employment will end effective [Date].

We are grateful for your dedication and contributions to the company. You will receive all benefits and compensation due to you, along with any redundancy package applicable under company policy.

We deeply regret the necessity of this action and wish you success in your future career.

Respectfully,

[Your Name]

[Position]

[Company Name]

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