

Redundancy Notification Letter

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Redundancy Notification

I hope this letter finds you well. We regret to inform you that, due to a recent review of our company's structure and operational needs, we have made the difficult decision to initiate a redundancy process that affects your position at [Company Name]. The purpose of this letter is to officially notify you of your redundancy status, effective as of [Date], which marks the beginning of your redundancy notice period.

Reason for Redundancy:

[Explain the reasons for the redundancy, such as changes in business requirements, organizational restructuring, or any other relevant factors.]

Redundancy Notice Period:

As per company policy and in compliance with local employment regulations, you will be provided with a redundancy notice period of [XX weeks/months]. During this period, you will continue to receive your regular salary and benefits, and you will be expected to fulfill your job duties as usual.

Consultation and Support:

We understand that this news may be unsettling, and we want to assure you that we are committed

to supporting you during this transition period. You will have the opportunity to attend one or more consultation meetings with [HR representative or relevant manager] to discuss the redundancy process, explore available options, and address any questions or concerns you may have.

Redundancy Package:

[If applicable, outline the details of the redundancy package, including any severance pay, accrued benefits, or assistance provided for job search or retraining.]

Job Hunting and Training Assistance:

We recognize the importance of helping you transition to new employment successfully. As part of our commitment to support you, we will provide resources, such as career counseling, job search assistance, and access to relevant training opportunities.

Internal Job Opportunities:

While your current role is being made redundant, we encourage you to consider applying for any available internal positions that match your skills and qualifications. You will be given priority consideration during the application process.

Return of Company Property:

Before the end of your redundancy notice period, we kindly request you to return all company property, including but not limited to laptops, keys, documents, and any other assets belonging to [Company Name].

Final Paycheck and Exit Formalities:

Upon the completion of your redundancy notice period, you will receive your final paycheck, which will include any applicable redundancy benefits and unused paid time off. We will also assist you in completing the necessary exit formalities.

Confidentiality:

We kindly request that you treat this information with the utmost confidentiality during the notice period to allow a smooth transition for both the company and your colleagues.

If you have any questions or need further information, please do not hesitate to contact [HR contact

name] in the Human Resources department.

We want to express our sincere gratitude for your contributions and dedication to [Company Name].

Your hard work and commitment have been valuable to our organization, and we wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]