

Acknowledging service and offering support

Subject: Redundancy Notification with Gratitude for Service

Dear [Employee Name],

It is with sincere regret that we inform you that your position of [Job Title] has been made redundant effective [Date]. Your dedication and long-term service have been greatly appreciated.

We are committed to providing full support, including severance, references, and career guidance to help you transition smoothly. Your contributions will not be forgotten, and we extend our heartfelt thanks.

Warm regards,

[Manager Name]

[Company Name]

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