

Professional and official redundancy termination letter

Subject: Notice of Redundancy

Dear [Employee Name],

We regret to inform you that due to [reason, e.g., organizational restructuring, financial constraints], your position of [Job Title] has been made redundant effective [Date]. This decision is in accordance with company policy and applicable employment laws.

You will receive [details of severance package, notice period, and any other benefits]. We are committed to supporting you through this transition and can provide references or outplacement services if required.

We thank you for your service and dedication during your time at [Company Name].

Sincerely,

[Manager/HR Name]

[Position]

[Company Name]

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