

## Compassionate approach to termination

Subject: Difficult News Regarding Your Position

Dear [Employee Name],

It is with deep regret that we must inform you that your position of [Job Title] has been made redundant effective [Date]. This decision has been extremely difficult and in no way reflects your contributions or dedication to [Company Name].

We are committed to supporting you through this transition with outplacement services and references to aid your next steps. Please know that your time here has been valued, and we sincerely thank you for your commitment.

Warm regards,

[Manager Name]

[Position]

[Company Name]

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