

Termination effective immediately due to urgent reasons

Subject: Immediate Redundancy Notification

Dear [Employee Name],

Due to unforeseen circumstances, your position of [Job Title] is being made redundant effective immediately as of [Date]. You will receive details regarding your final pay, severance, and any accrued benefits shortly.

We understand this is a challenging situation and are available to provide guidance on next steps, references, and support.

Sincerely,

[HR Manager Name]

[Company Name]

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