

Letter providing notice period and transition information

Subject: Redundancy Notice with Transition Period

Dear [Employee Name],

We regret to inform you that your position of [Job Title] is being made redundant. Your last working day will be [Date], which marks the end of your [notice period duration]. During this time, you will continue to receive your regular salary and benefits.

Please contact HR to discuss your handover plan and any support services available during this period. We thank you for your service and dedication.

Best regards,

[Manager Name]

[Company Name]

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