

Digital communication for remote staff

Subject: Redundancy Notification

Dear [Employee Name],

We regret to inform you that your position as [Job Title] is redundant, effective [Date]. As you are working remotely, all relevant documents, including severance details and transition support, will be sent via email.

Please schedule a virtual meeting with HR to discuss the process and answer any questions you may have. We appreciate your contributions and wish you the best in your future endeavors.

Sincerely,

[HR Manager Name]

[Company Name]

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