

Termination Letter Due to Redundancy

Subject: Notice of Termination Due to Redundancy

Dear [Employee Name],

We regret to inform you that due to organizational restructuring and redundancy of your role, your employment with [Company Name] will be terminated effective [Termination Date]. This decision is based solely on operational requirements and not on your individual performance.

Please contact HR for assistance with your severance package and exit procedures. We thank you for your valuable contributions and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Designation]

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