

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Redundancy due to Division Restructuring

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal restructuring of its [Division Name] to improve operational efficiency and align with our long-term strategic goals.

Regrettably, as a result of this restructuring, your position as [Job Title] has been identified as redundant. This letter serves as formal notice that your employment will terminate effective [Last Working Day Date].

This decision is based solely on the organizational changes within the division and is in no way a reflection of your individual performance or conduct.

Final Compensation and Benefits:

- **Final Pay:** You will receive your final salary payment up to and including your last day of work, plus any accrued but unused vacation time, on [Payment Date].
- **Severance:** [Detail severance package if applicable, or delete if not].
- **Benefits:** Your health insurance and other benefits will continue until [Expiry Date]. Information regarding COBRA or benefits conversion will be sent under separate cover.

Company Property:

Please return all company property, including laptops, keys, and security badges, to [Department/Person] by [Date/Time].

Support:

We wish to thank you for your contributions to [Company Name]. To assist with your transition, we are offering [mention outplacement services or career coaching, if applicable].

If you have any questions regarding your final pay or benefits, please contact [HR Contact Name] at [Phone Number/Email].

We wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]