

DATE: [Insert Date]

TO: [Employee Name]

POSITION: [Job Title]

SUBJECT: Notice of Redundancy / Termination of Employment

Dear [Employee Name],

I am writing to formally inform you that [Company Name] is currently undergoing a structural reorganization due to downsizing. Unfortunately, as a result of these changes, your position as [Job Title] is being made redundant, and your employment will conclude on [Last Working Day].

This decision is based solely on the operational and financial requirements of the business and is in no way a reflection of your personal performance or conduct. We have explored all possible alternatives, but unfortunately, we are unable to maintain your current role within the new structure.

Regarding your transition, you will receive the following:

- **Final Salary:** Payment for all hours worked up to and including [Last Date].
- **Severance Pay:** A total of [Amount/Weeks of Pay] as per your contract or local labor laws.
- **Accrued Leave:** Payment for any unused vacation days.
- **Benefits:** Information regarding health insurance coverage extension or COBRA (if applicable).

Your final paycheck and detailed documentation regarding your benefits will be provided on [Date]. Please return all company property, including keys, laptop, and ID badges, to the HR department by [Date].

We want to thank you for your contributions to [Company Name]. We are prepared to provide you with a letter of recommendation to assist in your future job search. If you have any questions regarding your final compensation or the transition process, please contact [HR Contact Name] at [Phone/Email].

We wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]