

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notification of Redundancy

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] is being made redundant, effective [End Date].

As you are aware, the current global economic crisis has significantly impacted our industry. Due to a substantial decline in revenue and the need to ensure the long-term viability of the company, we have had to make the difficult decision to restructure our operations and reduce our workforce.

Please understand that this decision is based solely on the current economic climate and the resulting business requirements. It is in no way a reflection of your individual performance or contribution to the team.

Regarding your transition, you will receive the following:

- **Notice Period:** Your final day of employment will be [Date].
- **Severance Pay:** You are entitled to [Amount/Weeks] of severance pay.
- **Final Salary:** Your final paycheck, including all accrued but unused vacation time, will be paid on [Date].
- **Benefits:** Your health insurance and other benefits will continue until [Date].

We will provide you with a formal reference letter and can offer [Outplacement Services/Career Support] to assist you in your job search.

Please return all company property, including [Laptop, Keys, ID Badge], to [Department/Person] by [Date].

Thank you for your hard work and dedication during your time with us. We wish you the very best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]

[Title]

[Company Name]