

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Redundancy Due to Department Closure

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to restructure its operations. As a result of this restructuring, the [Department Name] department will be closed permanently, effective [Final Date of Operation].

Regrettably, this means your position as [Job Title] is being eliminated, and your employment will terminate on [Last Working Day]. This decision is based on organizational changes and is not a reflection of your individual performance.

In connection with this layoff, you will receive the following:

- **Final Pay:** Your final paycheck, including all hours worked up to [Last Working Day], will be issued on [Date].
- **Severance:** [Details of severance package, if applicable].
- **Benefits:** Your health insurance and other benefits will continue until [Expiry Date]. Information regarding COBRA/benefits conversion will be sent separately.
- **Unused Leave:** Payment for [Number] days of accrued but unused vacation time.

We want to thank you for your service and contributions to the team. You will receive a formal separation packet containing detailed information regarding your transition and any outplacement services available to you.

Please return all company property, including keys, laptop, and ID badges, to [Name/Department] by [Date].

If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]