

[Company Logo/Letterhead]

[Date]

[Employee Full Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Redundancy

Dear [Employee Name],

As you are aware, [Current Company Name] recently underwent a merger with [Acquiring/Partner Company Name]. Following this transition, we have conducted a comprehensive review of the new organizational structure to eliminate role duplications and align our resources.

I am writing to formally notify you that your position as [Job Title] has been identified as redundant. As a result, your employment will end on [Final Working Date].

This decision is purely a result of the corporate merger and is in no way a reflection of your individual performance or contribution to the company.

Regarding your transition, please note the following:

- **Severance:** You will receive a severance package totaling [Amount/Weeks of Pay], subject to the signing of the attached release agreement.
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive separate information regarding COBRA/benefit extensions.
- **Final Pay:** Your final paycheck, including payment for accrued but unused vacation time, will be issued on [Date].
- **Outplacement Support:** To assist in your job search, the company is providing [Number] months of outplacement services through [Provider Name].

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

We thank you for your service and dedication to [Company Name]. If you have any questions regarding this notification, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]