

[Date]

[Employee Full Name]

[Employee ID]

[Department]

**Subject: Notice of Redundancy due to Revenue Reduction**

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] is being eliminated effective [Last Working Day Date].

This decision is a direct result of a significant reduction in company revenue over the past [Time Period]. Due to these financial constraints, the company must undergo a structural reorganization and workforce reduction to ensure the long-term viability of the business. Please understand that this action is not a reflection of your individual performance.

Regarding your transition:

- **Final Pay:** Your final paycheck, including payment for hours worked through your last day and any accrued unused vacation time, will be issued on [Date].
- **Severance:** [Details regarding severance pay or "You are eligible for severance as outlined in the attached agreement"].
- **Benefits:** Your health insurance and other benefits will continue until [Expiry Date]. You will receive separate information regarding COBRA/benefits enrollment options.
- **Company Property:** Please return all company property, including [Laptop, Keys, Badges, etc.], by [Date/Time].

We appreciate the contributions you have made to [Company Name] during your tenure. If you have questions regarding your transition or final compensation, please contact [HR Name/Department] at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]