

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Redundancy - Key Account Closure

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has reached the difficult decision to close the [Client Account Name] account, effective [Date].

As your current role is directly tied to the operations of this specific account, your position of [Job Title] is being made redundant. We have explored internal alternatives; however, we have been unable to identify a suitable vacancy at this time. Consequently, your employment will terminate on [Final Working Date].

In accordance with your contract and company policy, you will receive the following:

- Notice period pay: [Details]
- Severance pay: [Amount/Calculation]
- Accrued but unused vacation pay: [Details]
- Benefit coverage details: [Expiry Date/COBRA info]

Your final paycheck, including all entitlements mentioned above, will be issued on [Date]. Please return all company property, including [Laptop/Keys/ID Badge], to [Department/Person] by [Date].

We want to thank you for your dedicated service to the [Client Account Name] account. We are happy to provide a letter of recommendation to assist in your future job search.

If you have any questions regarding your final compensation or transition support, please contact [HR Representative Name] at [Phone/Email].

Sincerely,

[Signature]

[Manager Name]

[Title]