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

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

**Subject: Notice of Redundancy and Termination of Employment**

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] is being made redundant. As a result, your employment with [Company Name] will terminate on [Last Working Day].

This decision has been made following a strategic review of our business operations. To improve efficiency and reduce operational costs, the company has decided to outsource the functions currently performed by your department to a third-party service provider. Please be assured that this decision is in no way a reflection of your individual performance.

As part of your redundancy package, you will be entitled to the following:

- Severance pay in the amount of [Amount].
- Payment for accrued but unused vacation days.
- Extension of health benefits until [Date].
- Outplacement support services to assist in your job search.

You are requested to return all company property, including [Keys/Laptop/ID Badge], by [Date]. You will receive a separate document outlining the final settlement details and the process for the return of equipment.

We thank you for your service to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]