Date: [Date]

To: [Employee Name]

Position: [Job Title]

Department: [Department Name]

Subject: Notice of Redundancy and Termination of Employment

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has decided to undergo a strategic departmental restructuring. As part of this reorganization, the company has made the difficult decision to outsource the functions currently performed by your department to an external service provider.

Regrettably, this means that your role as [Job Title] is being eliminated, and your employment will terminate on [Final Working Date]. This decision is based on organizational strategy and is not a reflection of your individual performance or contributions to the team.

During your transition period, the following terms apply:

- **Compensation:** You will receive your regular salary and accrued benefits up to your final date of employment.
- **Severance:** [Detail severance package details, if applicable].
- **Benefits:** Your health insurance and other company benefits will continue until [Benefit End Date]. Information regarding COBRA or benefit extensions will be sent separately.
- **Company Property:** Please return all company-owned equipment (laptop, keys, badges) by [Return Date].

We understand that this is a difficult transition. To assist you, the company is offering [Outplacement Services/Career Coaching/Reference Letters] to help you in your search for new opportunities.

A representative from Human Resources will meet with you on [Meeting Date/Time] to discuss the details of your separation package and answer any questions you may have.

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

Sincerely,

[Name]
[Title]
[Company Name]