[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Redundancy

Dear [Employee Name],

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

As part of a global strategic realignment, [Company Name] has conducted a review of our operational structure. To remain competitive and optimize costs, the company has made the difficult decision to offshore specific functions within your department to a global service partner. Consequently, your current role will no longer exist within our local operations.

This decision is strictly based on the restructuring of the business and is in no way a reflection of your individual performance or contributions to the team. We appreciate the dedication you have shown during your tenure.

Severance and Benefits:
In connection with this layoff, you are eligible for the following:

- Severance pay in the amount of [Amount/Weeks of Pay].
- Payment for accrued but unused vacation time.
- Health insurance coverage will continue until [Date].
- Access to outplacement services to assist with your career transition.

Next Steps:
You will receive a detailed Separation Agreement via email by [Time/Date]. Please review and return the signed document by [Deadline] to initiate the severance process. You are also requested to return all company property, including your laptop and security badge, by [Date].

We understand that this is difficult news. If you have questions regarding your benefits or the transition process, please contact [HR Representative Name] at [Phone/Email].

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

Sincerely,

[Signature]

[Name of Manager/HR Director]
[Title]
[Company Name]