[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Notification of Redundancy

Dear [Employee Name],

Further to our meeting on [Date], I am writing to formally notify you that your position as [Job Title] is being made redundant. This decision follows a strategic review of our leadership structure and [Reason for Redundancy, e.g., organizational restructuring/budgetary constraints].

As a result, your employment with [Company Name] will terminate on [Final Working Date].

In accordance with your contract and statutory requirements, your redundancy package will include:

- **Notice Period:** [Number] weeks' notice, to be [Worked/Paid in lieu].
- **Redundancy Pay:** A total payment of [Amount].
- **Accrued Leave:** Payment for [Number] days of unused annual leave.
- **Benefits:** Coverage for [Insurance/Other Benefits] will cease on [Date].

You will receive a formal statement detailing these final calculations shortly. We will also provide you with outplacement support services to assist with your career transition.

Please return all company property, including your laptop, security badge, and company files, to [Name/Department] by [Date].

We would like to thank you for your leadership and your contributions to the Human Resources department during your tenure. We wish you the very best in your future endeavors.

Yours sincerely,

[Signature]

[Sender Name]
[Sender Title]
[Company Name]