

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

**Subject: Notice of Redundancy**

Dear [Employee Name],

I am writing to formally notify you that your remote position as [Job Title] is being made redundant, effective [End Date].

This decision follows a strategic review of our organizational structure. Due to [Reason for Redundancy, e.g., economic downturn / restructuring / change in business requirements], the company has determined that your specific role is no longer required.

Please note that this decision is related to the requirements of the business and is in no way a reflection of your individual performance or your conduct as a remote employee.

As part of this process, you will receive the following:

- **Notice Period:** Your employment will conclude on [End Date]. You [will/will not] be required to work during this period.
- **Redundancy Pay:** You are entitled to a redundancy payment of [Amount], calculated based on your length of service.
- **Final Salary:** Your final paycheck, including any accrued but unused vacation time, will be paid on [Date].

Regarding company property, please arrange to return your [List Equipment, e.g., laptop, monitor, headset] by [Date]. We will provide a prepaid shipping label to your registered address to facilitate this.

Your [Health Insurance/Benefits] will continue until [Date]. You will receive a separate document detailing your options for benefit extension or COBRA, if applicable.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you have any questions regarding your severance or this transition, please contact [HR Contact Name] at [Email/Phone Number].

Sincerely,

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