

**Date:** [Insert Date]

**To:** [Staff Name]

**Position:** [Job Title]

**Subject: Notice of Redundancy and Transition Plan**

Dear [Staff Name],

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

This decision has been made due to [Reason: e.g., business restructuring, company downsizing, or automation of tasks] and is not a reflection of your individual performance. We have explored alternative options, but unfortunately, we are unable to maintain your current role within the organization.

**Final Compensation and Benefits:**

- **Final Salary:** Your final payment will include your salary up to [Last Working Date].
- **Notice Pay:** [Details regarding payment in lieu of notice, if applicable].
- **Unused Leave:** You will be compensated for [Number] days of accrued but unused paid time off.
- **Severance:** [Optional: Details of any severance package].

**Transition Support:**

To assist you during this transition, the company will provide the following:

- **Reference:** We are happy to provide a letter of recommendation highlighting your contributions.
- **Job Search Assistance:** [Optional: e.g., LinkedIn profile optimization or outplacement services].
- **Equipment:** Please [Instructions for returning company hardware or software access].

**Next Steps:**

Your final day of active work will be [Date]. Between now and then, your priority will be the handover of your current tasks to [Name of Contact Person].

We want to thank you for your hard work and the value you brought to our team. We wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]