

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Redundancy due to Office Relocation

Dear [Employee Name],

Further to our meeting on [Date], I am writing to formally notify you of the company's decision to relocate its operations from [Current Location] to [New Location] effective [Date of Relocation].

As discussed, we have reviewed your current role of [Job Title] in relation to this move. Because the business will no longer be operating at your current place of work, your position is at risk of redundancy. We have considered the possibility of you relocating to the new site; however, we understand that you have indicated this is not a viable option for you due to [Reason, e.g., commute distance/personal circumstances].

Consequently, we regret to inform you that your employment will be terminated on the grounds of redundancy. Your final day of employment with [Company Name] will be [Date].

During your notice period, you will be entitled to:

- Redundancy Pay: [Amount]
- Notice Pay: [Amount] (if being paid in lieu)
- Accrued but untaken holiday pay: [Amount]
- Final salary payment up to and including your last day.

We will provide you with a formal statement detailing your final financial package shortly. You have the right to appeal this decision. If you wish to do so, please submit your appeal in writing to [Name of Contact] within [Number] days of receiving this letter.

I would like to take this opportunity to thank you for your service and contribution to the company. We wish you the very best in your future endeavors.

Yours sincerely,

[Signature]
[Name of Sender]
[Title/HR Position]