

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Position:** [Job Title]

**Subject: Notice of Redundancy due to Offshore Business Relocation**

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has made the strategic decision to relocate its [Department Name/Business Function] operations to an offshore location in [Country Name].

As a result of this relocation, your current position as [Job Title] will no longer be required at this location. We regret to inform you that your employment will be terminated due to redundancy, effective [Last Working Date].

This decision is based on organizational restructuring and does not reflect your individual performance or contribution to the company. We understand that this is difficult news, and we are committed to supporting you through this transition.

**Final Compensation and Benefits:**

- Your final salary payment will be made on [Date].
- You will receive a redundancy payment of [Amount], calculated based on your length of service.
- Payment for accrued but unused vacation days will be included in your final paycheck.
- Your health insurance coverage will continue until [Date].

**Next Steps:**

Please return all company property, including [Laptop, Keys, ID Badge, etc.], to the HR department by [Date]. You will be invited to an exit interview on [Date] to discuss any remaining questions and administrative details.

We would like to thank you for your hard work and dedication during your time with [Company Name]. We wish you the very best in your future career endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]