

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

[Date]

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

**Subject: Notice of Position Redundancy**

Dear [Employee Name],

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

This decision has been made following a strategic review of our business operations. Due to [brief reason such as: restructuring / economic downturn / outsourcing], the company has determined that your current role is no longer required.

Please be assured that this decision is based strictly on business requirements and is in no way a reflection of your individual performance or conduct.

Regarding your transition, you will receive the following:

- Final salary payment up to [End Date].
- Payment for accrued but unused vacation days.
- Redundancy pay totaling [Amount], calculated based on your length of service.
- [Details of any additional benefits or outplacement support].

You will receive a formal separation agreement shortly which outlines these details in full. Please return the signed documents by [Date].

We thank you for your contributions to [Company Name] and wish you the very best in your future endeavors.

Sincerely,

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