[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Notice of Redundancy and Severance Terms

Dear [Employee Name],

Further to our meeting on [Date], I am writing to formally confirm that your position as [Job Title] is being made redundant, effective [Last Working Day].

This decision follows a review of our organizational structure and is not a reflection of your individual performance. Unfortunately, we have been unable to identify any suitable alternative vacancies within the company.

Final Compensation and Severance

As part of your departure, you are entitled to the following:

- **Notice Pay:** You will receive [Number] weeks of pay in lieu of notice.
- **Statutory/Enhanced Severance:** A payment of [Amount] based on your length of service.
- **Accrued Leave:** Payment for [Number] days of unused vacation time.
- **Benefits:** Your health insurance and other benefits will continue until [Date].

Next Steps

To receive the severance package outlined above, please sign and return the enclosed Separation Agreement by [Date]. Your final paycheck will be issued on [Date] via [Payment Method].

Please return all company property, including [Laptop/Keys/ID Badge], to [Department/Person] by [Date].

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

Sincerely,

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