[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Redundancy

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] is being eliminated effective [Last Working Day].

This decision is a result of a significant economic downturn that has impacted our industry and overall business operations. Due to these unforeseen financial circumstances, the company must undergo a structural reorganization and workforce reduction to ensure long-term viability. This action is in no way a reflection of your individual performance or contributions to the team.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for hours worked and any accrued, unused vacation time.
- **Severance:** [Detail severance package details or state "You are eligible for a severance package as outlined in the attached document"].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and benefit conversion will be sent to you via mail.
- **Company Property:** Please return all company equipment, including [laptop, keys, badges], by [Date].

We appreciate the hard work you have provided during your tenure with [Company Name]. We are prepared to provide a letter of recommendation to assist in your future job search.

If you have any questions regarding your final compensation or benefits, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

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