[Company Name]
[Company Address]
[Date]

To: [Employee Name]
Position: [Employee Job Title]

Subject: Notification of Permanent Layoff due to Role Redundancy

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] is being made redundant, and your employment with [Company Name] will be terminated effective [Final Working Date].

This decision is a result of [Reason: e.g., organizational restructuring / company downsizing / closure of department] and is in no way a reflection of your individual performance or conduct. We have explored alternative options, but unfortunately, we have been unable to find a suitable alternative role for you within the company.

Regarding your final compensation and benefits:

- **Final Pay:** You will receive your final salary payment up to and including your last day of work.
- **Severance:** You are entitled to a severance package consisting of [Details of severance pay].
- **Unused Leave:** You will be paid for all accrued but unused vacation time.
- **Benefits:** Your health insurance and other benefits will continue until [Date]. Information regarding COBRA or benefit extensions will be sent separately.

Please return all company property, including [List items: e.g., laptop, keys, ID badge], to [Department/Person] by [Date].

We would like to thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you require a letter of recommendation or have questions regarding your transition, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]
[Sender Name]
[Sender Title]