

[Date]

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

Subject: Notice of Redundancy and End of Fixed-Term Employment

Dear [Employee Name],

Further to our meeting on [Date], I am writing to formally notify you that your position as [Job Title] has been made redundant. This decision is due to [Reason for redundancy, e.g., organizational restructure / completion of project].

As your employment is based on a fixed-term contract scheduled to end on [Original Contract End Date], your final date of employment will now be [New End Date].

Based on your length of service and the terms of your contract, you are entitled to the following severance and final payments:

- Redundancy Pay: [Amount]
- Notice Pay: [Amount] (if applicable)
- Accrued but unused vacation: [Amount]
- Total Final Payment: [Total Amount]

Your final payment will be processed on [Date] via your usual payment method. A formal statement of earnings and your tax documents (e.g., P45/W-2) will be sent to you shortly after.

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

We would like to thank you for your contributions during your tenure and wish you the best in your future endeavors.

Yours sincerely,

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