

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

[Date]

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

Subject: Notice of Redundancy and Transition Period

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] has been made redundant, effective [End Date]. This decision follows a review of our current business operations and is not a reflection of your personal performance.

Transition Period

Your notice period begins today and will conclude on [Last Working Day]. During this time, your primary focus will be on the handover of your current projects and responsibilities to [Name of Colleague/Department].

Compensation and Benefits

As part of this redundancy, you are entitled to the following:

- Severance pay totaling [Amount].
- Payment for accrued but unused vacation days.
- Continuation of health benefits until [Date].

Transition Support

To assist you during this change, the company will provide [Support Details, e.g., career counseling, outplacement services, or time off for interviews].

Next Steps

Please meet with [HR Contact Name] on [Date/Time] to sign the necessary documentation and discuss the return of company property, such as your laptop and security badge.

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

Sincerely,

[Signature]
[Name of Sender]
[Title]