

Termination caused by downsizing or restructuring

Subject: Notice of Termination Due to Redundancy

Dear [Employee's Name],

It is with regret that we must inform you that your role in [Department/Team] is being made redundant as part of an organizational restructuring process. As a result, your employment with [Company Name] will end effective [Date].

This decision is not a reflection of your performance, but rather a strategic business necessity. You will receive [severance details, outplacement services, or support programs] to assist you in your transition.

We value the time and dedication you have given to the company and appreciate your contributions. Should you need assistance, HR is available to support you through this process.

Respectfully,

[HR Manager's Name]

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