

Official Redundancy Notification Letter

Dear [Employee Name],

We regret to inform you that due to [reason: restructuring, economic downturn, or operational changes], your position at [Company Name] has been made redundant, effective from [Date].

This decision is not a reflection of your performance, and we sincerely appreciate your dedication and contributions during your tenure. You will receive your full entitlements including [severance pay, accrued leave, and other benefits] as per company policy and legal requirements.

We understand this may be a difficult time, and we are committed to providing support including [career counseling, job placement assistance, or references]. Please contact HR for any questions regarding your redundancy package.

Sincerely,

[Manager/HR Representative Name]

[Position]

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