

Casual Professional Redundancy Notification Email

Hello [Employee Name],

We regret to inform you that your position at [Company Name] has been identified for redundancy, effective [Date]. This is due to [reason], and it is not a reflection on your performance.

To assist with this transition, we are offering [outplacement services, career coaching, or references]. HR will provide further details regarding your entitlements and support options.

Thank you for your contributions to the company.

Best regards,

[HR Representative Name]

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