

Emotional Tone Redundancy Letter

Dear [Employee Name],

It is with sincere regret that we must notify you that your position at [Company Name] has been made redundant, effective from [Date]. This decision was not made lightly, and we greatly value your dedication and the positive impact you have had on the team.

We recognize that this is a challenging situation and wish to offer support through [career guidance, references, and counseling]. Your contributions will be remembered, and we are grateful for the time and effort you have invested in the organization.

With deepest regards,

[Manager/HR Representative Name]

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