

Letter Addressing Multiple Employees

Dear Team,

Due to [reason: restructuring, operational changes], we must inform you that certain positions within [Department/Company] will be made redundant, effective [Date]. This decision affects multiple roles, and we understand it will be a difficult time for all involved.

Individual consultations will be scheduled to discuss the impact on each employee, available support, and severance entitlements. We thank you all for your commitment and contributions to the company.

Sincerely,

[Management/HR Representative]

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