

# Redundancy Termination Letter

[Date]

[Employee Name]

Subject- Termination of your employment by reason of redundancy

Dear [Employee Name],

The purpose of this letter is to confirm the outcome of a recent review by the management of [Company Name] and its operational requirements, and what this means for you.

Further to our meeting on [Date], we write to you to confirm that due to reason of redundancy your role will no longer be required. You will be paid [X] month notice pay plus [x] months compensation (equating to a total of 3 months' pay), your last day of work will be [Date], your formal notice period will commence on [Date] and your last day you will be required to attend work will be on [Date].

Please be advised that we are here to support you in any possible way if required. Should you need any further support from us, please feel free to reach out to [Insert Name] in the HR Department who will explain to you the exit & clearance process and will organize a suitable time to conduct an exit interview.

Your end of service benefits and other dues will be prepared by Finance Department and settled prior to [Date].

Chief Executive Officer

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Employee Name

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