

After redundancy consultation meeting

Subject: Confirmation of Redundancy Outcome

Dear [Employee Name],

Following our recent consultation regarding your role as [Job Title], we confirm that your position is being made redundant effective [Date]. This decision was made after careful consideration and consultation.

Your severance package includes [details], and you are eligible for [outplacement, counseling, references]. Please reach out to HR with any questions regarding the transition process.

Sincerely,

[Manager Name]

[Company Name]

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