

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Notice of Termination Due to Redundancy**

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] is being made redundant, and as a result, your employment with [Company Name] will be terminated effective [Last Working Day Date].

This decision follows a recent [restructure/operational review/downturn] within the company. Please be assured that this action is in no way a reflection of your individual performance, but is strictly due to the elimination of your role within the current organizational structure.

Regarding your final compensation, you will receive:

- Payment for your notice period ending on [Date].
- Payment for all accrued but unused vacation days.
- A redundancy payment in the amount of [Amount], subject to applicable taxes.

Your final paycheck and relevant tax documents will be issued on [Date/Method]. You are requested to return all company property, including [keys/laptop/ID badge], by [Date].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you require a letter of recommendation or have questions regarding your benefits, please contact [HR Name/Department] at [Contact Information].

Sincerely,

[Signature]

[Name of Sender]  
[Title/Position]