

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

Subject: Notification of Redundancy and Support Package

Dear [Employee Name],

Following our recent consultation meeting on [Date], I am writing to formally confirm that your position of [Job Title] is being made redundant, effective [End Date]. This decision is due to [Reason for Redundancy, e.g., organizational restructuring/economic conditions] and is in no way a reflection of your personal performance.

### **Severance Payment**

In recognition of your service, you are entitled to a severance package totaling [Amount]. This figure is calculated as follows:

- Statutory/Contractual Redundancy Pay: [Amount]
- Notice Pay (if applicable): [Amount]
- Accrued but unused vacation: [Amount]

This payment will be processed on [Date] via [Method of Payment].

### **Outplacement Support**

To assist you in your career transition, the company is providing you with outplacement services through [Name of Outplacement Provider]. These services include:

- Professional resume and LinkedIn profile writing.
- Career coaching and interview preparation.
- Job search strategy workshops.

You will receive an introductory email from [Name of Provider] within [Number] days to begin this process.

### **Benefits and References**

Your health insurance coverage will continue until [Date]. Additionally, the company will provide a positive professional reference to future employers upon request. Please direct all reference inquiries to [Contact Name/Department].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]