

# Notice of Layoff Due to Redundancy

Date: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Department: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter serves as a formal notice of layoff due to redundancy. After careful review and consideration, it has been determined that your position is being made redundant as part of the organizational restructuring.

Your last working day will be \_\_\_\_\_. You will receive all due compensation in accordance with the company policy and local labor laws.

We appreciate your contribution and commitment to the company during your tenure. If you have questions regarding your layoff or final compensation, please contact the HR department.

Sincerely,

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Authorized Representative