

[Company Name]
[Company Address]
[City, Postcode]

[Date]

[Employee Name]
[Employee Address]
[City, Postcode]

Subject: Redundancy Notice

Dear [Employee Name],

We regret to inform you that your position of [Job Title] will be made redundant effective from [Date].

This decision has been made after a period of consultation and consideration of all available alternatives. Unfortunately, due to [reason for redundancy, e.g., business restructuring, economic circumstances], we are unable to continue your employment in your current role.

Your last day of employment will be [Last Working Day]. You will receive [details of redundancy pay, notice period, outstanding holiday pay, etc.]. Please find enclosed further information regarding your entitlements and the support we can provide.

We would like to thank you for your contribution to [Company Name] and wish you all the best for the future. If you have any questions, or if you require assistance with your transition, please do not hesitate to contact [HR Contact Name] at [Contact Details].

Sincerely,

[Manager Name]
[Job Title]
[Company Name]