Company Name

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr Badluck:  
  
Further to our meeting of 13th of April, I am sorry to confirm that your employment with us is terminated with effect from 18th of Month 20XX.  
  
Unfortunately, your position was made redundant. Please note that this is in no way a reflection of your performance in your job, which has been entirely satisfactory.  
  
Due to the Japan earthquake last month, our plant for the artificial intelligence chip was destroyed. As such, we can no longer produce our Robot Maid product and have to shut down your entire division.  
  
As stated at our meeting the terms of your redundancy are as follows:

1. Term 1
2. Term 2
3. Etc…

Asstated in our meeting, ACME recruitment has been hired to help you with your job search. I am sure they will be able to help you find a new job.  
  
I would like to thank you for all the contributions to our company and I wish you all the best for your future.

Sincerely yours,

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_