**TERMINATION LETTER SAMPLE DUE TO REDUNDANCY**

Subject: Termination of employment because of redundancy

Dear ABC,

Our purpose of writing this letter is to confirm the result of a recent review by (add company name) on its operational necessities, and what this outcome means to you.

As a result of (provide the reason. For example — downturn, closure of the store, etc.), the company feels that the job position of (add job title) is no longer required. Unfortunately, this means that your job will get terminated. This decision doesn’t reflect your performance and primarily from the business perspective. Further, we’d be happy to write you a letter of recommendation.

***(The next section should provide the available options for the employee. You can customize the sentences as per the options you provide to employees.)***

Based on your (months/years) of service, your notice period will be (add duration). Therefore, your employment with (add company name) would end on (add the date).

As your employment ends due to redundancy, you will be paid a redundancy pay (add amount) according to your contract. The amount represents your (add duration) pay based on your years of service. You will be entitled to outstanding pay if any and accrued entitlements and severance pay till the last day of employment. You can contact the HR department for any queries or concerns.

Thank you for your valuable contribution during your period of employment with (add company name).

We wish you success in your future endeavors.

Sincerely,  
**(Name)**