[]

[Name]  
[Address 1]  
[Address 2]  
[Address 3 ]

Dear []

Further to our [], I am writing to inform you that following a [] that has been undertaken within [], your current role of [], unfortunately, will no longer be required by [] from []. Your current role will therefore be redundant from that date. This decision is in no way a reflection on you or your performance within the business but rather it is driven from a need for us to ensure that the business is suitably structured for the future.

The effective date of your retrenchment is []. Over the next 24 hours we will try to identify alternative roles for you elsewhere in the business. I would also encourage you to consider any other available options within the business and we can discuss our findings when we meet. I propose to make this on [] at []. Please let me know if this date is not acceptable to you for any reason.

An indicative Redundancy Benefit Statement has been enclosed with this letter to ensure that you are fully informed about the package which would be payable to you, on retrenchment.

[], I recognise that this may be a difficult time for you and I am committed to providing you with support and assisting you in any way that I can.

Please contact me if you have any questions regarding this letter or the information it contains.

Yours sincerely

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