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### Redundancy notice letter template—free download

[Employee name]

[Business address]

[Date]

Dear [employee name],

After our meeting on the [date], I regretfully have to inform you that your contract of employment with us is termination. The business has had to take this step, but it does not reflect your performance in this role.

However, due to [explain the reason], it is a necessity for the future of the business. As such, the terms of your redundancy are as follows:

- [State clearly the details of the notice period they must work and the redundancy settlement you have.]
- [State what you require back from your employee, such as a uniform, computer equipment, documentation, a company car etc.]
- [Confirm the final day for the employee, and whether there's a requirement to service their notice period.]
- [Confirm any remaining holiday pay that the employee will receive for untaken annual leave.]

You have the right to appeal this decision. If you would like to take this course of action, please confirm this in writing to your line manager. I would like to thank you again for your contributions towards the business' success during your time with us.

Everyone at [company name] wishes you all the best for the future. If you require a reference, please contact your line manager and I can provide this for you.

Yours sincerely,

[Name and position]

[Signature]

Peninsula Business Services Limited

Your Name  
Your Organization  
Your Address

Date

Name of Addressee  
Name of Organization  
Address

Reference: Mention the purpose of the letter. You can briefly state, in a single line about what you want to introduce to the addressee. Is it a product or service your company offers? Or you are addressing some client for informing him about your business? Your purpose of writing the letter forms the subject matter of the reference.

Salutation/Greetings:  
Dear Mr./Ms./To Whomsoever It May Concern

Introductory Paragraph: Mention about your firm if you're informing a customer about your firm's presence in the market. Tell them about year of formation of the firm, and about its quality services.

Second Paragraph: Talk about various documents that you've attached along with the letter. If you're informing a customer about your product, then mention that after going through product reviews the customers can be aware of the products specifications.

Third Paragraph: Briefly state what is the USP of your firm. If you're talking about a product, tell the biggest advantage of the product. Don't forget to thank the addressee for his time and efforts that he has spent in reading the letter.

Lastly, do give detailed address, contact number so that the client/customers can contact you, if they are interested in your business.

Goodbye:  
Yours sincerely,  
(Your name)



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