Place:
Date:

Sub: Termination of employment.

Dear Mr./Ms. **[Employee Name]**,

We sincerely regret to inform you that your employment with us will officially end on **[date]** due to a lack of work.

We have decided to implement a workforce deduction and, unfortunately, we no longer require your position in the company.

As your employment is terminated due to redundancy you will be entitled to receive a termination benefit as per the company rules.

We are confident that you will be able to find another position shortly. We would be happy to write a recommendation letter to help you in your future job.

Please contact the HR department if you have any questions or concerns.

We wish you all the best in your future endeavours.

For **“Company Name”**,

Authorized Signatory.