

# Employee Termination Notice - Redundancy

Date of Notice:

Employee Name:

Position/Job Title:

Department:

Effective Termination Date:

Reason for Termination:

This termination is due to redundancy, resulting from organizational restructuring and/or changes in business needs. The position identified has been determined redundant following a thorough review of our operations.

Additional Information (Severance, Next Steps, etc.):

Please contact the HR department to discuss your entitlements, final payments, and any outplacement assistance. Should you have further questions, you may address them to your manager or HR representative.

Employer/HR Representative:

Title:

Employee Signature

Employer/HR Signature

**Note:** This notice complies with applicable employment laws and company policies. Please retain one signed copy for your records.