# Dismissal and Redundancy

Letter - Risk of Redundancy

[Date]

[Name]

[Address]

[Address]

[Address]

[Postcode]

Dear [name]

Further to our meetings on [date, date and date] I am writing to confirm that the [name of project] will [reason for possible redundancy e.g. close / undergo a restructure] on [expected date if known] due to [economic[ reasons.

Therefore, it is with regret that I must advise you that your post is at risk of redundancy.

In the meantime, I would like to thank you for the work that you have done and continue to do here in the [name of project]. Please do not hesitate to contact me should you feel I can be of any help or support to you or if you require any further information.

Yours sincerely

[Name of person signing letter]