

## **Redundancy Notification Letter**

20 January 2026

Private and Confidential

To:

Mr. Alex Morgan  
14 Willow Crescent  
Leeds, LS8 3QP

Dear Alex,

We regret to inform you that, following a period of review and consultation, your position of Operations Coordinator at Northbridge Solutions Ltd. has been identified as redundant. This decision is due to organisational restructuring and is not a reflection of your performance.

Your employment with Northbridge Solutions Ltd. will therefore end on 28 February 2026. In accordance with your contract and applicable employment legislation, you will receive your contractual notice period, together with any outstanding salary, accrued but unused annual leave, and any statutory or contractual redundancy payment to which you are entitled.

We understand that this news may be difficult. You will be invited to a meeting with a member of the management team and Human Resources to discuss the decision in more detail, explain the support available to you, and answer any questions you may have.

We will also provide information regarding career transition support, including guidance on job searching and access to external support services, where applicable.

Thank you for your contribution to Northbridge Solutions Ltd. during your time with us. We appreciate your efforts and wish you every success in your future career.

Yours sincerely,

Eleanor Whitmore  
Head of Operations  
Northbridge Solutions Ltd.