

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Redundancy Due to Automation and Restructuring

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a structural reorganization to integrate new automation technologies into our operational workflows. As a result of this transition, your position as [Job Title] has been identified as redundant.

This means your employment will officially terminate on [Last Working Day]. This decision is based on organizational restructuring and is not a reflection of your individual performance.

During your notice period, you will receive:

- Full salary and benefits up to your final date.
- Severance pay in the amount of [Amount/Weeks].
- Payment for accrued but unused vacation time.
- Information regarding COBRA/Health insurance continuity.

Please return all company property, including [Laptop/Keys/ID Badge], to the HR department by [Date]. You will receive a separate email regarding the details of your final compensation package and outplacement support services.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Name]

[Title]

[Company Name]