

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Subject: Notice of Role Elimination due to Automation

Dear [Employee Name],

Please be advised that [Company Name] has recently completed a strategic review of its operational processes. As a result of the implementation of new [Name of Technology/Software] automation technologies, we have determined that your current position as [Job Title] will be eliminated.

This decision is based strictly on changes in technical requirements and operational workflow. It is not a reflection of your individual performance or contributions to the company.

Your final day of employment will be [Date].

Regarding your transition, please note the following:

- **Final Pay:** You will receive your final paycheck on [Date], including payment for all hours worked and accrued vacation time.
- **Severance:** [Details regarding severance package, if applicable].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate packet regarding COBRA or benefit conversion.
- **Company Property:** Please return all company-issued equipment, including [Laptop/Keys/Badges], by [Date].

We appreciate the work you have done for [Company Name] and wish you success in your future endeavors.

Sincerely,

[Name]

[Title]

[Company Name]