

**To:** [Employee Name/Department]

**From:** [Sender Name/Management]

**Date:** [Insert Date]

**Subject:** Notice of Business Process Automation Transition

Dear [Name/Team],

As part of our ongoing commitment to operational excellence and efficiency, we are writing to inform you that we will be transitioning the [Name of Process/Department] to an automated system effective [Date].

**Reason for Transition:**

The implementation of [Name of Software/Tool] is designed to reduce manual data entry, minimize errors, and allow our team to focus on higher-value strategic tasks.

**Timeline and Key Dates:**

- **System Walkthrough:** [Date]
- **Training Sessions:** [Date/Time]
- **Go-Live Date:** [Date]
- **Legacy System Decommission:** [Date]

**What This Means for You:**

During this transition, your workflow will change in the following ways: [List brief changes]. Training will be provided to ensure everyone is comfortable with the new interface and procedures.

**Support:**

If you encounter any issues or have questions during this period, please contact [Contact Person/IT Support] at [Email/Extension].

We appreciate your cooperation and flexibility as we modernize our business processes.

Best regards,

[Your Signature]

[Your Title]