

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject:** Notice of Displacement - Enterprise System Upgrade

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a comprehensive upgrade of our enterprise systems. This technological advancement is designed to automate several core processes and improve overall operational efficiency.

As a result of these system enhancements, we regret to inform you that your current position as [Job Title] will be eliminated, effective [End Date]. We have determined that the functions previously associated with this role will now be managed by the new automated system or consolidated into other departments.

This decision is strictly based on the technical restructuring of the company and is not a reflection of your individual performance.

To support you during this transition, the company is offering the following:

- **Severance:** [Details of severance package, if applicable].
- **Benefits:** Your health coverage will continue until [Date]. Information regarding COBRA will be sent separately.
- **Outplacement Services:** Access to career coaching and resume assistance through [Provider Name].
- **Internal Transfer:** You are encouraged to apply for open roles within the company for which you are qualified.

A meeting has been scheduled with Human Resources on [Date] at [Time] to discuss your final compensation, the return of company property, and to answer any questions you may have.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]