

[Company Logo]

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Redundancy Due to Digital Transformation

Dear [Employee Name],

As part of our ongoing commitment to remaining competitive in a changing market, [Company Name] has recently undergone a comprehensive digital transformation initiative. This process involved automating several core functions and implementing new technologies to streamline our operations.

Regrettably, as a direct result of these technological advancements, your current position of [Job Title] has been identified as redundant. We are writing to formally notify you that your employment will conclude on [Last Working Day].

This decision is based solely on the structural changes brought about by our new digital workflow and is in no way a reflection of your individual performance or contribution to the team.

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

- **Severance Pay:** You will receive [Amount/Calculation] in accordance with your contract.
- **Benefits Extension:** Your health insurance and benefits will continue until [Date].
- **Outplacement Services:** Access to career coaching and resume building services for [Duration].
- **Final Paycheck:** Your final payment, including all accrued but unused vacation time, will be issued on [Date].

Please return all company property, including your laptop, security badge, and keys, to the Human Resources department by [Date].

We want to thank you for your service and dedication to [Company Name]. If you have any questions regarding your transition or the details of your severance package, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Director]
[Title]
[Company Name]