

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Redundancy Due to Machine Learning Integration

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] is being made redundant, effective [Date].

This decision follows a comprehensive strategic review of our operational workflows. To maintain market competitiveness, the company has integrated Machine Learning (ML) technologies to automate and optimize [Specific Task/Function]. As a result of these increased efficiencies, your current role is no longer required to meet our organizational objectives.

Please note that this decision is based solely on the restructuring of our technical processes and is in no way a reflection of your individual performance or contributions to the team.

Regarding your transition:

- **Final Compensation:** You will receive your final paycheck on [Date], including payment for [unused vacation time/accrued leave].
- **Severance:** You are eligible for a severance package totaling [Amount/Weeks], subject to the signing of the attached agreement.
- **Benefits:** Your health insurance and other benefits will continue until [Date]. Information regarding COBRA or benefit extensions is attached.
- **Equipment:** Please return all company property, including laptops and access badges, by [Date].

We appreciate the work you have done for [Company Name]. If you have questions regarding your transition or outplacement support services, please contact the Human Resources department at [Phone Number/Email].

We wish you the best in your future professional endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]