

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

**Subject: Notice of Redundancy Due to Technological Changes**

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] has been made redundant, effective [Last Working Day Date].

This decision follows a recent strategic review of our operations. Due to the implementation of [Name of Technology/Automation/Software], the tasks previously associated with your role are now being automated or streamlined. As a result, your specific position is no longer required by the company.

In recognition of your service, you are entitled to a severance package. The details of your final compensation are as follows:

- **Notice Pay:** [Amount] (Payment in lieu of notice)
- **Statutory/Contractual Redundancy Pay:** [Amount]
- **Accrued Holiday Pay:** [Amount]
- **Other Benefits:** [Details of any bonus or extended benefits]

The total gross amount of \$[Total Amount] will be paid to you on [Payment Date] via [Payment Method], subject to standard tax withholdings.

Please return all company property, including [Laptop/Keys/Access Cards], to [Department/Name] by [Date]. Your final payslip and P45 will be sent to your home address.

We would like to thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you require a professional reference, please contact [HR Contact Name].

Yours sincerely,

[Signature]

[Name of Sender]  
[Title/Position]