

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notification of Separation - Role Redundancy due to Infrastructure Automation

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is being terminated, effective [Last Working Date].

As part of our ongoing digital transformation strategy, [Company Name] has successfully transitioned to a fully automated Cloud Infrastructure-as-Code (IaC) model. This shift toward automated provisioning, continuous integration, and self-healing systems has resulted in a structural reorganization. Consequently, the manual oversight and traditional maintenance tasks associated with your current position are no longer required, and your role has been made redundant.

Offboarding and Access:

- Your access to all Cloud environments (AWS/Azure/GCP), version control repositories (GitHub/GitLab), and CI/CD pipelines will be revoked on [Time] on [Date].
- Please ensure all local SSH keys, API tokens, and company-owned hardware are returned to the IT department by [Date].

Compensation and Benefits:

- You will receive your final paycheck, including accrued vacation time, on [Date].
- A severance package of [Amount/Weeks] is being offered, contingent upon the signing of the attached separation agreement.
- Your health insurance coverage will continue until [Date]. Information regarding COBRA will be sent via mail.

We appreciate your contributions to our infrastructure during your tenure. We wish you the best in your future professional endeavors.

Sincerely,

[Manager Name/HR Representative Name]

[Title]

[Company Name]