

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Notice of Role Obsolescence due to Algorithmic Optimization

Dear [Employee Name],

Please be advised that after a comprehensive review of our operational workflows and the implementation of new algorithmic optimization protocols, we have determined that your current position is being made redundant.

As part of our commitment to organizational efficiency, several manual processes within the [Department Name] department are being transitioned to automated systems. Consequently, your role will be formally phased out effective [Last Working Date].

We wish to clarify that this decision is based strictly on structural changes and technological integration, and is not a reflection of your personal performance or contributions to the company.

Regarding your transition:

- **Final Compensation:** You will receive your final salary payment on [Date], including any accrued but unused vacation time.
- **Severance:** Details regarding your severance package and benefits extension are attached to this letter.
- **Outplacement Support:** We are offering [Insert Service Name] to assist you in your next career steps.

Please return all company property, including laptops, access badges, and proprietary documentation, by [Date].

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]