

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Offer for Voluntary Severance

Dear [Employee Name],

As part of [Company Name]'s current organizational restructuring, we are offering eligible employees the opportunity to apply for a Voluntary Severance Package. This program allows employees to choose to separate from the company in exchange for specific financial benefits.

The Severance Package:

If your application is accepted, your severance package will include:

- Severance pay totaling [Number] weeks of base salary.
- Payment for accrued but unused vacation time.
- Health insurance coverage/COBRA subsidy for [Number] months.
- Outplacement services for [Number] months.

Important Dates:

- **Application Deadline:** [Date]
- **Notification of Acceptance:** [Date]
- **Final Date of Employment:** [Date]

Terms and Conditions:

Participation in this program is strictly voluntary. Acceptance of this offer is subject to management approval based on business needs. If approved, you will be required to sign a Separation Agreement and General Release of Claims.

Please review the attached detailed program documentation. If you wish to accept this offer, please sign and return the enclosed application form to the Human Resources department by [Time] on [Date].

If you have any questions regarding this offer, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Name]

[Title]

[Company Name]