

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Acceptance of Voluntary Separation and Severance Agreement

Dear [Employee Name],

This letter confirms that [Company Name] has accepted your application for the Voluntary Reduction in Force (VRIF) program. Your last day of employment will be [Date].

In exchange for your voluntary departure and the signing of the attached Separation Agreement and Release, the Company offers you the following severance package:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.
- **Health Benefits:** Coverage will continue through [Date]. Information regarding COBRA enrollment will be sent under separate cover.
- **Unused Vacation:** Payment for [Number] days of accrued but unused vacation time.
- **Outplacement Services:** Access to [Service Name] for a period of [Number] months.

This offer is contingent upon your review and signature of the enclosed Separation Agreement. You have until [Date] to consider this offer. Once signed, you have a period of [Number] days to revoke your signature.

Please return the signed documents to the Human Resources Department by [Date].

We thank you for your service to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Name]

[Title]

[Company Name]