

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Acceptance of Voluntary Layoff Application

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has accepted your application for the Voluntary Layoff program. Your request to participate in this initiative has been approved, and your employment will conclude on [Last Working Day Date].

As per the terms of the voluntary layoff agreement, you will be entitled to the following:

- Severance Payment: [Amount or Calculation Details]
- Unused Vacation/PTO Pay: [Amount or Policy Details]
- Health Benefits Extension: [Details regarding COBRA or end date]
- Outplacement Services: [If applicable]

Please find attached the formal Separation Agreement. We ask that you review, sign, and return this document to the Human Resources department by [Deadline Date].

On your final day, please ensure that all company property, including [Laptop, ID Badge, Keys, etc.], is returned to [Department/Location].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]