

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

Subject: Acknowledgment of Voluntary Layoff Request

Dear [Employee Name],

This letter serves as formal acknowledgment that [Company Name] has received and accepted your application for the Voluntary Layoff program, submitted on [Date].

Based on our review of staffing requirements and your request, your final day of employment will be [Last Working Day]. Your formal separation date will be recorded as [Separation Date].

As part of this voluntary separation, you are entitled to the following:

- Severance Pay: [Details of severance amount or formula]
- Benefits Coverage: [Information regarding health insurance or COBRA]
- Unused Vacation: [Details regarding payout of accrued PTO/leave]

Please find attached the Separation Agreement and General Release. To receive the benefits outlined above, you must sign and return this document to the Human Resources department by [Deadline Date].

We ask that you return all company property, including keys, badges, and electronic equipment, to [Location/Person] by your final working day.

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

Sincerely,

[HR Representative Name]  
[Title]  
[Company Name]