

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Acceptance of Voluntary Layoff and Severance Package

Dear [Recipient Name],

I am writing to formally accept the offer for voluntary layoff from my position as [Your Job Title] at [Company Name], effective [Your Last Day of Work].

I have reviewed the terms of the severance package provided to me on [Date Offer Received]. By signing this letter, I confirm my acceptance of the severance pay, benefits extension, and any other transition assistance outlined in the agreement.

I understand that my final paycheck, including payment for any accrued but unused vacation time, will be issued on [Date]. I also acknowledge that I have [Number] days to review the formal legal release and will return the signed copy by [Deadline Date].

I would like to thank you for the opportunities I have had while working at [Company Name]. I wish the organization the best moving forward.

Please let me know if there are any further forms or procedures I need to complete before my departure.

Sincerely,

[Your Signature]

[Your Printed Name]