

[Your Name]
[Your Title]
[Your Address]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Company Address]

Re: Acceptance of Voluntary Layoff Separation Offer

Dear [Recipient Name],

I am writing to formally accept the Voluntary Layoff Separation Offer provided to me on [Date]. After careful consideration of the terms and conditions outlined in the agreement, I have decided to elect for voluntary separation from my position as [Your Job Title] at [Company Name].

As per the agreement, my final day of employment will be [Last Working Date]. I understand that my separation package includes the following, subject to the signing of the final release of claims:

- Severance pay in the amount of [Amount/Weeks of Pay].
- Executive outplacement services for a period of [Duration].
- Health insurance coverage/COBRA subsidies until [Date].
- Prorated bonus or equity vesting as specified in the offer document.

I am committed to ensuring a smooth transition of my executive responsibilities. I will spend my remaining time documenting current strategic projects and handing over departmental oversight to [Name of Successor or Interim Contact].

I appreciate the opportunities I have had at [Company Name] and wish the organization continued success. Please let me know the next steps regarding the return of company property and the final execution of legal documents.

Sincerely,

[Signature]

[Your Printed Name]