

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Confirmation of Acceptance - Voluntary Layoff Program

Dear [Employee Name],

This letter is to formally confirm that [Company Name] has accepted your application to participate in the Voluntary Layoff Program. We appreciate your willingness to participate in this initiative.

Your employment with [Company Name] will officially conclude on [Last Working Day].

As part of this voluntary program, you are eligible for the following benefits, subject to the terms of the signed separation agreement:

- Severance Pay: [Amount or Calculation]
- Health Insurance Extension: [Details]
- Outplacement Services: [Details]
- Payout of Unused Vacation Time: [Amount]

Please find the formal Separation Agreement and Release of Claims attached. You must review, sign, and return these documents to the HR Department by [Deadline Date] to receive the benefits mentioned above.

On or before your final day, please return all company property, including your ID badge, keys, laptop, and any other company-issued equipment to [Department/Person].

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

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]