

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

[Date]

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

Subject: Acceptance of Voluntary Layoff Request

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has accepted your application for the Voluntary Layoff program, as discussed and agreed upon on [Date].

By mutual agreement, your final day of employment will be [Last Working Date].

In accordance with the terms of the voluntary separation agreement, you will receive the following:

- Severance payment in the amount of [Amount/Calculation].
- Payment for accrued but unused vacation time.
- [List other benefits or outplacement services if applicable].

Please ensure that all company property, including keys, badges, and electronic devices, are returned to the Human Resources department by [Date].

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

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Employee Acknowledgment:

I, [Employee Name], accept the terms of this voluntary layoff and confirm that this separation is by mutual agreement.

Signature: _____ Date: _____