

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Acceptance of Voluntary Layoff and Transition Plan

Dear [Employee Name],

This letter serves as official notification that [Company Name] has accepted your application for the Voluntary Layoff program. Your final day of employment will be [Last Working Day].

### **1. Compensation and Benefits**

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

- Severance Pay: [Amount/Weeks of Pay] as outlined in the program details.
- Unused Vacation/PTO: You will receive payment for [Number] days of accrued leave.
- Health Insurance: Your current coverage will continue until [Date]. Information regarding COBRA enrollment will be sent separately.

### **2. Exit Transition and Property**

To ensure a smooth transition, please complete the following by your final day:

- Transfer all project files and passwords to [Manager Name].
- Return all company property, including your laptop, badge, and keys, to the Human Resources office.
- Complete an exit interview scheduled for [Date/Time].

### **3. Final Paycheck**

Your final paycheck, including severance and leave payouts, will be issued on [Date] via [Direct Deposit/Check].

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/Manager]

[Title]

[Company Name]

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**Employee Acknowledgment:**

I accept the terms of this voluntary layoff and transition plan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_