

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Voluntary Layoff Application

Dear [Employee Name],

We are writing to formally notify you that management has reviewed and accepted your application for the Voluntary Layoff program.

Your last day of employment with [Company Name] will be [Last Working Date].

As part of this agreement, you will be entitled to the following severance and benefits package, subject to the signing of the separation agreement:

- Severance Pay: [Amount or Number of Weeks]
- Vacation Pay: Payment for [Number] of accrued unused vacation days.
- Benefits Coverage: Health insurance coverage will continue until [Date].
- Outplacement Services: [Details of services, if applicable].

Please report to the Human Resources office on [Date] at [Time] to complete your exit interview and return all company property, including your ID badge, keys, and laptop.

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

Sincerely,

[Name of Manager or HR Representative]

[Title]

[Company Name]