

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Voluntary Reduction in Force Application

Dear [Employee Name],

We are writing to formally notify you that your application to participate in the Voluntary Reduction in Force (VRIF) program has been reviewed and accepted.

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

Based on the terms of the VRIF program, you are eligible for the following severance and transition benefits:

- Severance Payment: [Amount/Calculation]
- Health Insurance Extension: [Details/Duration]
- Outplacement Services: [Details/Not Applicable]
- Payment for Accrued Time Off: [Total Hours/Amount]

Enclosed with this letter is the Separation Agreement and General Release. Please review these documents carefully. To receive the benefits mentioned above, you must sign and return the agreement to the Human Resources department by [Deadline Date].

On or before your final day, please return all company property, including your ID badge, keys, laptop, and any other equipment provided by the company.

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

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title]

[Company Name]