

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

[Date]

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

Subject: Acceptance of Voluntary Layoff Application

Dear [Employee Name],

This letter is to formally confirm that [Company Name] has accepted your application for the Voluntary Layoff program. Your final day of employment will be [Final Date of Employment].

As part of this agreement, you will receive the following separation benefits:

- Severance Pay: [Amount/Duration]
- Health Insurance Coverage: [Details/End Date]
- Unused Paid Time Off (PTO): [Amount to be paid out]
- [Other Benefits, e.g., Outplacement Services]

Please note that this separation is voluntary. You are requested to return all company property, including keys, ID badges, and electronic equipment, to [Department/Location] by [Date/Time].

Enclosed with this letter is the formal Separation Agreement. Please review, sign, and return this document by [Deadline Date] to ensure the timely processing of your severance package.

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]