

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

[Date]

[Employee Name]
[Employee Address]

Subject: Confirmation of Voluntary Redundancy Mutual Agreement

Dear [Employee Name],

Following our recent discussions regarding the company's voluntary redundancy program, I am writing to formally confirm the terms of the mutual agreement for the termination of your employment.

By signing this letter, both [Company Name] and you, [Employee Name], agree to the following terms:

- 1. Termination Date:** Your employment will formally end on [Final Working Date].
- 2. Voluntary Redundancy Payment:** In consideration of your voluntary application, you will receive a redundancy payment of \$[Amount]. This amount is calculated based on [Years of Service/Formula].
- 3. Notice and Final Pay:** You will receive [Number] weeks' pay in lieu of notice. Your final paycheck will also include payment for all accrued but unused annual leave and any outstanding expenses.
- 4. Mutual Release:** By signing this agreement, both parties agree to waive any future claims against each other arising from the employment relationship or its termination.
- 5. Confidentiality:** You agree to maintain the confidentiality of sensitive company information and the specific terms of this financial package.
- 6. Company Property:** You agree to return all company property, including laptops, keys, and ID badges, on or before your final date.

Please review this document carefully. If you agree to these terms, please sign and return the attached copy by [Deadline Date].

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

Sincerely,

[Manager Name]
[Title]

Employee Acceptance:

I, [Employee Name], accept the terms of the voluntary redundancy as outlined above.

Signature: _____ Date: _____