[Date]

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

Subject: Acceptance of Voluntary Separation and Severance Agreement

Dear [Employee Name],

This letter confirms that [Company Name] has accepted your application for the Voluntary Reduction in Force (VRIF) program. Your last day of employment will be [Last Working Day].

In exchange for your voluntary departure and the signing of the attached Separation Agreement and Release of Claims, the Company will provide you with the following severance package:

- **Severance Pay:** A lump sum payment of $[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.
- **Health Benefits:** Coverage will continue through [Date]. You will receive information regarding COBRA enrollment via separate mail.
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation/PTO time.
- **Outplacement Services:** Access to [Service Provider Name] for career transition support for a period of [Number] months.

To receive these benefits, you must sign and return the enclosed Separation Agreement no later than [Deadline Date]. You have [Number] days to consider this offer and a [Number]-day revocation period following your signature.

Please return all company property, including keys, laptop, and identification badges, to [Department/Person] by [Date].

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

Sincerely,

[Signature]

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

Enclosure: Separation Agreement and Release of Claims