

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Offer for Voluntary Severance Buyout

Dear [Employee Name],

As part of [Company Name]'s efforts to [reason for offer, e.g., restructure operations/reduce costs], we are pleased to offer you the opportunity to participate in a Voluntary Severance Buyout Program. This program is designed to provide financial transition support to employees who choose to voluntarily resign from their positions.

Proposed Severance Package:

- **Severance Payment:** A lump sum payment of \$[Amount], equivalent to [Number] weeks/months of your base salary.
- **Health Benefits:** Continuation of [Medical/Dental/Vision] coverage for [Number] months at current employee rates.
- **Unused Leave:** Payment for all accrued but unused [Vacation/PTO] days, subject to standard withholdings.
- **Outplacement Services:** Access to professional career coaching and resume support for [Number] months.

Terms and Conditions:

To accept this offer, you must submit your formal voluntary resignation no later than [Deadline Date]. Participation is subject to the execution of a Separation Agreement and General Release of Claims. Your final day of employment would be [Termination Date].

Decision Deadline:

Please review the attached documents carefully. You have until [Time] on [Date] to accept or decline this offer. This offer is entirely voluntary; if you choose not to participate, your current employment status and benefits will remain unchanged at this time.

If you have any questions regarding the details of this package, please contact [HR Representative Name] at [Phone/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

Employee Acknowledgment:

I, [Employee Name], [Accept / Decline] the Voluntary Severance Buyout Offer as outlined above.

Signature: _____ Date: _____