

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Invitation to Participate in Voluntary Buyout Program**

Dear [Employee Name],

As part of our ongoing efforts to align our workforce with our long-term strategic goals, [Company Name] is pleased to announce a Voluntary Buyout Program (VBP). You are receiving this letter because you meet the eligibility criteria to participate in this program.

**Program Overview:**

The VBP is a completely voluntary initiative that provides eligible employees with the opportunity to transition out of the company in exchange for a separation package. This program allows the company to reduce its headcount while offering financial support to those who choose to pursue new opportunities.

**Proposed Severance Package:**

If you choose to participate and your application is approved, you will be eligible for the following:

- [Number] weeks/months of base salary based on years of service.
- Continued health insurance coverage for [Number] months.
- Payment for accrued but unused vacation time.
- [Optional: Outplacement services/Career coaching].

**Important Dates:**

- **Application Period Opens:** [Date]
- **Application Deadline:** [Date]
- **Notification of Approval:** [Date]
- **Last Day of Employment:** [Date]

**Next Steps:**

Please review the attached "Detailed Program Guide" and "Separation Agreement." Participation is strictly voluntary. If you wish to apply, you must submit your signed application form to the Human Resources department no later than [Time] on [Date].

We encourage you to consult with a financial advisor or legal counsel before making your decision. If you have any questions regarding the program details, please contact [Name/Department] at [Contact Information].

Thank you for your contributions to [Company Name].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]