

[Company Name]
[Department/HR Division]
[Company Address]
[City, State, Zip Code]

[Date]

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

Subject: Acknowledgment of Acceptance - Voluntary Buyout Offer

Dear [Employee Name],

This letter serves as formal acknowledgment that we have received your signed election form to participate in the Voluntary Buyout Program, dated [Date of Employee Signature].

We confirm that your application has been reviewed and accepted. In accordance with the terms of the agreement, your final date of employment with [Company Name] will be [Final Working Date].

Based on the program guidelines, your separation package will include the following:

- Severance Payment: [Amount/Calculation]
- Health Insurance Coverage: [Details of extension or COBRA]
- Outplacement Services: [Details if applicable]
- Payment for Unused Vacation/PTO: [Number of hours/days]

Please note that these payments are subject to applicable tax withholdings and will be processed on [Date of Payment].

Prior to your final day, you will receive a separate exit packet containing information regarding the return of company property (laptop, badges, keys) and details on your final paycheck. You will also be scheduled for a brief exit interview with the HR department.

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

Sincerely,

[Signature]

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