

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

[Date]

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

**Subject: Voluntary Resignation and Severance Agreement**

Dear [Employee Name],

This letter confirms your voluntary resignation from your position as [Job Title] at [Company Name], effective [Last Day of Employment].

In consideration of your service and to assist with your transition, [Company Name] is pleased to offer you the following severance package, contingent upon your signature of the attached Separation Agreement and General Release:

- **Severance Payment:** A lump sum payment of \$[Amount], less applicable taxes and withholdings.
- **Benefit Coverage:** Continued health insurance coverage under COBRA through [Date] at the company's expense.
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation/sick time.
- **Outplacement Services:** Access to professional career coaching services for a period of [Number] months.

To accept this offer, please sign and return the attached Separation Agreement no later than [Expiration Date]. You have [Number] days to consider this proposal and [Number] days to revoke your signature after signing.

If you choose not to sign the agreement, your resignation will still be processed for [Last Day of Employment], but you will not be eligible for the severance benefits listed above.

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

Sincerely,

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

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**Acknowledgment:**

I, [Employee Name], hereby accept the terms of the voluntary resignation and severance offer as outlined above.

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[Employee Signature]

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[Date]