

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Voluntary Separation and Relocation Severance Agreement

Dear [Employee Name],

This letter confirms your voluntary separation from [Company Name] due to the upcoming relocation of our operations to [New Location City/State]. As you have elected not to relocate, your final day of employment will be [Last Working Date].

In appreciation of your service, [Company Name] offers you the following relocation severance package, contingent upon your signature of this agreement and a general release of claims:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.
- **Benefit Coverage:** Continuation of health insurance benefits through [Date] or a COBRA subsidy for [Number] months.
- **Unused Leave:** Payment for all accrued but unused vacation/PTO hours through your final day.
- **Outplacement Services:** Access to professional career coaching and transition services for [Number] months.

This severance package is offered provided that you remain in good standing and continue to perform your duties through [Last Working Date].

Please review the attached Release of Claims document. To accept this offer, please sign and return this letter and the release no later than [Expiration Date]. You have [Number] days to consider this offer and [Number] days to revoke your signature after signing.

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]

Employee Acceptance:

I, [Employee Name], accept the terms of the voluntary separation and relocation severance package as outlined above.

Signature: _____ Date: _____