

Date: [Insert Date]

To: [Employee Name]

Department: [Insert Department]

Subject: Offer for Voluntary Separation Program

Dear [Employee Name],

As recently announced, [Company Name] has entered into a merger agreement with [Acquiring Company Name]. To align our combined workforce and organizational structure, we are offering a Voluntary Separation Program (VSP) to eligible employees.

This program provides you with the opportunity to voluntarily resign from your position in exchange for a transition package. This offer is entirely optional.

The Voluntary Separation Package includes:

- **Severance Pay:** [Insert Amount or Formula, e.g., 2 weeks of pay for every year of service].
- **Benefit Coverage:** [Insert details regarding COBRA or health insurance extensions].
- **Outplacement Services:** [Insert details regarding career coaching or job search assistance].
- **Unused PTO:** Payment for all accrued but unused vacation time.

Important Dates and Deadlines:

- **Election Period Starts:** [Insert Date]
- **Deadline to Apply:** [Insert Date]
- **Last Day of Employment:** [Insert Date]

If you wish to accept this offer, please sign the attached "Voluntary Separation Agreement" and return it to the Human Resources Department by [Insert Time] on [Insert Date].

We encourage you to review these materials carefully and consult with a financial or legal advisor if necessary. If you choose not to participate, no action is required, and your current employment status will remain unchanged at this time.

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]