

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: Confirmation of Voluntary Redundancy and Mutual Separation Agreement**

Dear [Employee Name],

Following our recent discussions regarding the company's restructuring process, we are writing to formally accept your application for voluntary redundancy.

This letter confirms that your employment with [Company Name] will terminate by mutual agreement on the grounds of redundancy. Your final date of employment will be [Insert Last Working Date].

As part of this mutual separation agreement, you are entitled to the following severance package, subject to the signing of the attached separation agreement:

- **Redundancy Payment:** A lump sum of [Amount] based on [Number] years of service.
- **Notice Period:** [Payment in lieu of notice / Notice to be worked until date].
- **Accrued Leave:** Payment for [Number] days of unused annual leave.
- **Other Benefits:** [List any bonuses, health insurance extensions, or outplacement services].

All payments will be subject to statutory tax deductions and will be paid into your nominated bank account on [Insert Date].

Please return all company property, including [keys, laptop, ID badge, credit cards], to [Department/Person] by your final working day.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I, [Employee Name], accept the terms of this voluntary redundancy and mutual separation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_