

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Acceptance of Voluntary Departure and Severance Agreement

Dear [Employee Name],

As previously announced, [Company Name] will be closing its facility located at [Facility Address] effective [Closing Date]. Following our recent discussions regarding the Voluntary Departure Program, this letter serves to formally accept your application for voluntary separation.

Your final day of employment will be [Last Working Day].

In exchange for your voluntary departure and the signing of the attached Release of Claims, the Company will provide you with the following severance package:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of base pay.
- **Unused PTO:** Payment for all accrued but unused vacation/PTO time, totaling [Number] hours.
- **Health Benefits:** Coverage will continue through [Date], after which you will receive COBRA enrollment information.
- **Outplacement Services:** Access to [Service Provider Name] for career transition support for [Number] months.

Next Steps:

To receive the severance benefits outlined above, you must review, sign, and return the attached Separation Agreement and Release of Claims to the Human Resources department no later than [Deadline Date].

Please return all company property, including keys, badges, and equipment, by your final working day. You will receive a separate communication regarding your retirement account options and final tax forms.

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

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]