

Formal VR Acceptance Letter

Subject: Acceptance of Voluntary Redundancy

Dear [HR Manager's Name],

I am writing to formally accept the offer of voluntary redundancy extended to me on [Date]. I have carefully considered the terms provided and agree to the conditions outlined in the redundancy package.

Please advise me on the next steps regarding the final settlement, handover process, and exit formalities. I am committed to ensuring a smooth transition and will cooperate fully during this period.

Thank you for the support and opportunities provided during my tenure at [Company Name].

Sincerely,

[Your Name]

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