Quick VR Acceptance Email

Subject: Voluntary Redundancy Acceptance

Dear [HR Manager's Name],

I confirm my acceptance of the voluntary redundancy offer provided to me on [Date]. I am ready to comply with all procedures for a smooth exit.

Please let me know the next steps regarding final settlements and handover.

Thank you,

[Your Name]

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https://www.lettersandtemplates.com/letters/voluntary-redundancy-acceptance-letter