

Professional VR Acceptance Letter

Subject: Acceptance of Voluntary Redundancy

Dear [HR Manager's Name],

I hereby formally accept the voluntary redundancy terms outlined in your offer dated [Date]. I

appreciate the professional approach and clarity provided throughout this process.

I will adhere to all handover requirements and assist in ensuring minimal disruption to ongoing operations. Kindly provide details regarding final payments, benefits, and necessary documentation.

Thank you for your guidance and support during my tenure.

Kind regards,

[Your Name]

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