[Company name]

[Street address]

[Date]

Dear Valued Employees,

Due to [economic downturn, budget cuts, reduced sales, etc.], we have determined that a reduced workforce may help to maintain maximum profitability at [business name]. As such, we are announcing our **new voluntary layoff program**.

**To be clear, management will not be selecting any employees for layoffs.** However, if you wish to be laid off, **we are prepared to offer the following severance benefits**:

* Continued pay at [X]% of your usual pay rate for a period of [number] weeks following the end of your employment.
* Continued enrollment in our group benefits plan for a period of [X] months.
* A one-time cash payment of $[X}, payable only to non-returning employees.

This severance package is available to all full-time employees as of [date].

**If you are interested in accepting a voluntary layoff and would like to learn more, please speak with your HR representative or a member of the management team.**

[Company name] appreciates your service.

Regards,

[Name]

[Title/Position]