

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Offer for Voluntary Early Retirement Program

Dear [Employee Name],

As part of [Company Name]'s efforts to [Reason: e.g., restructure/reduce costs], we are pleased to offer you the opportunity to participate in our Voluntary Early Retirement Program (VERP). This program is entirely voluntary and is designed to provide eligible employees with an enhanced transition package should they choose to retire early.

The Offer:

If you choose to accept this offer, your retirement will be effective as of [Retirement Date]. In exchange for your voluntary resignation, the company offers the following benefits:

- **Severance Pay:** A lump sum payment of [Amount/Calculation, e.g., 2 weeks pay for every year of service].
- **Health Benefits:** Continued medical coverage for [Number] months or a COBRA subsidy.
- **Unused Leave:** Payment for all accrued but unused vacation time.
- **Outplacement Services:** Access to [Service Name] for career counseling and transition support.

Important Deadlines:

- **Review Period:** You have until [Deadline Date] to consider this offer.
- **Revocation Period:** Once signed, you have [Number] days to revoke your decision.

Next Steps:

Please review the attached "Separation Agreement and General Release" document. We encourage you to consult with a financial advisor or legal counsel before making your decision. If you wish to accept this offer, please sign and return the documents to the Human Resources department by [Deadline Date].

Participation in this program is strictly voluntary. If you choose not to participate, your current employment status and benefits will remain unchanged at this time.

If you have any questions regarding the details of this package, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this offer and understand the terms and deadlines provided.

Signature: _____ Date: _____