

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has accepted your application for the Voluntary Early Retirement / Layoff Program offered on [Date of Offer].

Your final day of employment will be [Last Working Date]. Your retirement will officially be effective as of [Retirement Date].

As per the terms of the voluntary agreement, you will receive the following benefits:

- Severance payment in the amount of [Amount].
- Payout of accrued but unused vacation/PTO hours.
- [Details of continued health insurance or COBRA subsidies].
- [Details of retirement pension or 401k vesting].

Please find attached the Final Release of Claims document. This document must be signed and returned to the Human Resources department by [Deadline Date] to ensure the timely processing of your transition package.

We thank you for your [Number] years of service and your many contributions to [Company Name]. We wish you the very best in your retirement.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]