

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acceptance of Early Voluntary Retirement

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has officially accepted your application for the Early Voluntary Retirement Program, dated [Date of Application].

Your resignation for the purpose of retirement is accepted with an effective final date of [Last Working Date].

As per the terms of the voluntary retirement agreement, you will be entitled to the following:

- [Details of severance pay or retirement incentive]
- [Details regarding pension or provident fund distribution]
- [Status of health insurance or other benefits]
- [Payment of accrued leave or vacation time]

Please contact the Human Resources department by [Date] to complete the necessary exit procedures, return company property, and sign final documentation regarding your benefits package.

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

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]