

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Offer for Voluntary Early Retirement**

Dear [Employee Name],

[Company Name] is currently conducting a review of its organizational structure. As part of this process, we are pleased to offer you the opportunity to participate in a Voluntary Early Retirement Program (VERP).

Based on your tenure and contributions to the company, you are eligible for the following incentive package should you choose to accept this offer:

- **Severance Pay:** A lump sum payment of [Amount/Calculation, e.g., 2 weeks for every year of service].
- **Health Benefits:** Extension of medical coverage for [Number] months.
- **Unused Leave:** Payout of all accrued vacation and personal days.
- **Outplacement Services:** Access to career counseling and transition support.

Participation in this program is entirely voluntary. If you choose to accept this offer, your effective retirement date will be [Date].

Please review the attached legal agreement and summary of benefits. We encourage you to consult with a financial or legal advisor before making your decision. To accept this offer, you must return the signed agreement by [Deadline Date].

If you have any questions regarding the details of this package, please contact the Human Resources Department at [Phone Number/Email].

We thank you for your dedicated service to [Company Name].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]