

Date: [Insert Date]

[Manager Name]
[Company Name]
[Company Address]

Subject: Agreement for Early Retirement and Mutual Separation

Dear [Manager Name],

This letter serves as a formal agreement regarding my early retirement and mutual separation from [Company Name], effective [Last Working Date].

After recent discussions, both parties have mutually agreed that I will elect for early retirement under the following agreed-upon terms:

- **Final Working Day:** My last day of active employment will be [Date].
- **Severance/Retirement Package:** I will receive the retirement benefits and/or separation payment as outlined in the attached summary dated [Date].
- **Benefits:** Details regarding pension, health insurance continuation, and accrued leave payouts will be processed according to company policy.
- **Handover:** I am committed to ensuring a smooth transition of my duties to [Colleague's Name or Department] before my departure.

I wish to express my gratitude for the opportunities I have had at [Company Name] and appreciate the professional manner in which this transition has been handled.

Please find my signature below signifying my acceptance of these terms. I kindly request a signed copy of this letter for my records.

Sincerely,

[Employee Signature]
[Employee Name]

Acknowledged and Agreed by:

[Company Representative Signature]
[Title]
[Date]