

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

[Date]

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

Re: Voluntary Early Retirement Buyout Offer

Dear [Employee Name],

This letter outlines the terms of the Voluntary Early Retirement Buyout program currently being offered by [Company Name]. Based on your years of service and eligibility, we are pleased to offer you this voluntary transition package.

1. Separation Date

If you choose to accept this offer, your employment with [Company Name] will officially end on [Date].

2. Severance Payment

In exchange for your voluntary resignation and the signing of a release of claims, the Company will provide a lump-sum severance payment of \$[Amount]. This amount is subject to applicable tax withholdings.

3. Benefits and Health Insurance

Your current health benefits will continue through [Date]. Following this date, you will be eligible for COBRA coverage. Detailed information regarding your pension, 401(k), and life insurance options is attached to this letter.

4. Unused Leave

You will be compensated for [Number] days of accrued but unused vacation/PTO, which will be included in your final paycheck on [Date].

5. Consideration Period

You have until [Date] to review this offer. We encourage you to consult with a financial advisor or legal counsel before signing. Once signed, you have a period of [Number] days to revoke your signature.

6. Release of Claims

This offer is contingent upon the execution of the attached Separation Agreement and General Release of Claims.

To accept this offer, please sign and return the enclosed documents to the Human Resources department by the deadline stated above.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

Acknowledgment and Acceptance

I, [Employee Name], hereby accept the terms of the Early Retirement Buyout as outlined above.

Signature: _____ Date: _____