[Company Letterhead]

[Date]

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

Subject: Early Retirement Severance Package and Non-Compete Agreement

Dear [Employee Name],

This letter outlines the terms of your voluntary early retirement from [Company Name], effective [Retirement Date].

1. Severance Payment
In exchange for your signed release of claims, the Company will provide a severance payment of $[Amount], less applicable withholdings. This will be paid in [a lump sum / installments] starting [Date].

2. Benefits Continuation
The Company will continue your health insurance coverage under current group rates through [Date]. After this period, you will be eligible for COBRA enrollment at your own expense.

3. Non-Compete Restrictions
In consideration of the severance benefits provided, you agree that for a period of [Number] months following your retirement date, you will not, directly or indirectly, engage in, consult for, or be employed by any business that competes with [Company Name] within [Geographic Area].

4. Non-Solicitation and Confidentiality
You agree not to solicit Company clients or employees for a period of [Number] months. You further agree to maintain the absolute confidentiality of all trade secrets and proprietary company information.

5. Release of Claims
By signing this letter, you waive and release [Company Name] from any and all claims, grievances, or liabilities arising from your employment or retirement.

6. Review Period
You have [Number, e.g., 21 or 45] days to consider this offer. We advise you to consult with an attorney before signing. Once signed, you have a period of seven (7) days to revoke your signature.

Please return a signed copy of this letter by [Deadline Date] to signify your acceptance.

Sincerely,

[Authorized Signature]
[Title]
[Company Name]

Employee Acceptance

I, [Employee Name], accept the terms of this Early Retirement Severance Letter and agree to the non-compete restrictions contained herein.

Signature: _____ Date: _____