

VOLUNTARY EARLY RETIREMENT AGREEMENT

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department Name]

1. Introduction

This letter confirms the agreement between [Company Name] (the "Company") and [Employee Name] (the "Employee") regarding the Employee's voluntary decision to elect early retirement from their position as [Job Title].

2. Retirement Date

The Employee's final day of employment and official retirement date will be [Insert Last Working Date].

3. Severance and Benefits

In consideration for choosing voluntary early retirement, the Company agrees to provide the following:

- A lump-sum severance payment of \$[Amount].
- Continued health insurance coverage through [Date/Policy Details].
- Payout of accrued but unused vacation time totaling [Number] hours.

4. Release of Claims

By signing this agreement, the Employee voluntarily releases the Company from any and all claims, liabilities, or demands arising out of their employment or the termination of employment, to the extent permitted by law.

5. Confidentiality

The Employee agrees to maintain the confidentiality of proprietary company information and the specific financial terms of this retirement package.

6. Acknowledgment

The Employee acknowledges that this decision is made voluntarily and that they have been given [Number] days to review this agreement and consult with legal counsel if desired.

Signatures:

[Employee Name]

Date: _____

[Name of Authorized Representative]

[Title]

[Company Name]

Date: _____