

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Confirmation of Retirement and Severance Agreement

Dear [Employee Name],

This letter serves to formally confirm your retirement from [Company Name], effective [Last Working Date]. We would like to thank you for your [Number] years of service and dedication to the organization.

In connection with your retirement, the company is offering you the following severance package:

- **Severance Pay:** A total amount of \$[Amount], equivalent to [Number] weeks/months of pay, to be paid on [Date/Payment Schedule].
- **Unused Leave:** Payment for [Number] days of accrued but unused vacation/PTO.
- **Health Benefits:** Coverage will continue through [Date], after which you will receive information regarding COBRA or retiree health options.
- **Outplacement Services:** Access to [Service Name] for a period of [Duration].

This package is subject to the terms outlined in the attached Separation Agreement. To receive these benefits, please review, sign, and return the agreement by [Deadline Date].

Regarding your retirement accounts, you will receive a separate package from the [HR/Benefits] Department detailing the distribution options for your [401k/Pension Plan].

We wish you a rewarding and fulfilling retirement. Please contact [Contact Name] at [Phone/Email] if you have any questions regarding your transition.

Sincerely,

[Signature]

[Name of Representative]

[Title]

[Company Name]