

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Early Retirement Benefit and Severance Package

Dear [Employee Name],

This letter serves as official confirmation of your early retirement from [Company Name], effective [Retirement Date]. We would like to thank you for your [Number] years of service and dedication to the organization.

In connection with your early retirement, you are eligible for the following benefit and severance package, subject to the execution of a separation agreement:

- **Severance Pay:** You will receive a lump sum payment of \$[Amount], equivalent to [Number] weeks/months of your current base salary.
- **Early Retirement Incentive:** A one-time retirement bonus of \$[Amount] will be processed on [Date].
- **Health Benefits:** Your current health insurance coverage will continue through [Date]. Following this, you will be eligible for COBRA or [Retiree Health Plan Details].
- **Unused Vacation:** You will be paid for [Number] days of accrued but unused vacation time in your final paycheck.
- **Pension/401(k):** Information regarding your retirement account distributions and vesting status is attached to this letter.

To accept this package, please sign and return the enclosed Separation Agreement and General Release by [Deadline Date]. We recommend that you consult with a financial advisor or legal counsel before signing.

We wish you the very best in your retirement. Please contact the Human Resources Department at [Phone Number] if you have any questions regarding your benefits.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]