

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Offer of Early Retirement Transition and Severance Package

Dear [Employee Name],

As part of [Company Name]'s recent organizational adjustments, we are pleased to offer you an Early Retirement Transition package. This letter outlines the terms of your transition and the severance benefits available to you should you choose to accept this offer.

1. Retirement Date

Your official retirement date will be [Retirement Date]. Your last day of active employment will be [Last Working Day].

2. Severance Pay

The Company will provide you with a gross severance payment of \$[Amount], equivalent to [Number] weeks/months of your current base salary. This amount is subject to standard tax withholdings and will be paid in [a lump sum / installments] on [Date/Schedule].

3. Health and Welfare Benefits

Your current health insurance coverage will continue through [Date]. Following this, you will be eligible for COBRA continuation coverage. [Optional: The Company will subsidize your COBRA premiums for a period of (Number) months].

4. Transition Support

To assist with your transition, the Company offers [Outplacement Services/Retirement Planning Consultations] through [Provider Name] for a period of [Duration].

5. Accrued Leave

You will be paid for all earned but unused Vacation/PTO hours through your final day of employment, totaling [Number] hours.

6. Release of Claims

The receipt of the severance package is contingent upon your signing and not revoking a standard Release of Claims Agreement, which is attached to this letter.

7. Deadline for Acceptance

You have until [Date] to review and sign this agreement. We encourage you to consult with a legal or financial advisor before making your decision.

We thank you for your [Number] years of dedicated service to [Company Name] and wish you the very best in your retirement.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title]

Acknowledgment and Acceptance

I, [Employee Name], hereby accept the terms of the Early Retirement Transition and Severance package as outlined above.

Signature: _____ Date: _____