

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

[Date]

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

Subject: Notice of Early Retirement Severance Offer

Dear [Employee Name],

This letter serves as formal notification regarding the terms of your early retirement from [Company Name], effective [Retirement Date].

In appreciation of your service, the company is offering you a severance package. The details of this package are as follows:

- **Severance Pay:** A gross amount of \$[Amount], equivalent to [Number] weeks/months of pay, to be paid in [Lump Sum/Installments].
- **Health Benefits:** Continuation of health insurance coverage through [Date] or eligibility for COBRA subsidies.
- **Unused Leave:** Payment for [Number] hours/days of accrued but unused vacation time.
- **Outplacement Services:** Access to career transition services for a period of [Duration].

This offer is contingent upon the signing and return of the enclosed Separation Agreement and General Release by [Deadline Date]. You have [Number] days to review this document, and we encourage you to consult with a legal or financial advisor before signing.

Once the signed agreement is received and the revocation period has passed, payments will be processed according to the schedule outlined above.

We thank you for your contributions to [Company Name] and wish you the best in your retirement.

Sincerely,

[Signature]

[Name of HR Representative/Manager]
[Title]