

Date: [Insert Date]

To: [Recipient Name/Human Resources Department]

From: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Election of Early Retirement and Acceptance of Severance Package

Dear [Name of Contact Person or Department],

Please accept this letter as formal notification that I am electing to take early retirement from my position as [Job Title] at [Company Name], effective [Last Day of Employment Date].

By signing this letter, I confirm my acceptance of the Early Retirement Incentive Program and the associated severance package as outlined in the agreement provided to me on [Date Offer Received].

I understand that my severance benefits include:

- Severance pay in the amount of [Amount or Number of Weeks].
- Continuation of health insurance coverage through [Date].
- [Insert any other specific benefits, e.g., unused vacation payout].

I acknowledge that I have had the opportunity to review the terms of the separation agreement and that I am voluntarily entering into this retirement election. I will return all company property, including keys, badges, and equipment, by my final day of work.

Thank you for the opportunities I have had while working at [Company Name]. Please let me know the final steps required to complete this process.

Sincerely,

[Employee Signature]

[Employee Printed Name]