

Date: [Insert Date]

To: [Employee Name]
[Employee Address]

Subject: Separation Agreement and Release of Claims

Dear [Employee Name],

This letter sets forth the terms of your voluntary early retirement and the severance package offered by [Company Name] (the "Company").

1. Separation Date: Your employment will officially end on [Insert Date] (the "Separation Date").

2. Severance Payment: In exchange for signing this Release, the Company will pay you a gross amount of \$[Amount], less applicable withholdings. This payment will be made within [Number] days of the effective date of this agreement.

3. Early Retirement Benefits: You will be eligible for the following early retirement incentives: [List specific benefits, e.g., extended health coverage, pension acceleration, etc.].

4. Release of Claims: By signing this letter, you agree to waive and release the Company from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment, including but not limited to claims under the Age Discrimination in Employment Act (ADEA).

5. Return of Property: You agree to return all Company property, including laptops, keys, and confidential documents, by [Insert Date].

6. Consideration Period: You have [Number, typically 21 or 45] days to consider this offer. You are advised to consult with an attorney before signing.

7. Revocation Period: After signing, you have [Number, typically 7] days to revoke your signature. This agreement becomes effective only after this period expires.

Please indicate your acceptance by signing below.

Sincerely,

[Name of Company Representative]
[Title]
[Company Name]

Employee Acceptance:

I accept the terms set forth in this letter.

Signature: _____ Date: _____