

[Date]

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

Dear [Employee Name],

This letter confirms the agreement between [Company Name] and you regarding your early retirement under a Mutual Separation Scheme.

- 1. Separation Date:** Your employment will officially conclude on [Last Working Day Date].
- 2. Severance Payment:** In consideration of your voluntary early retirement and the signing of this agreement, the Company will pay you a gross severance amount of \$[Amount]. This payment is subject to applicable tax withholdings and will be paid on [Payment Date].
- 3. Benefits and Accruals:** You will receive payment for all accrued but unused vacation time totaling [Number] days. Your health insurance benefits will continue through [Date], after which you will receive information regarding COBRA or retirement health plan options.
- 4. Mutual Release:** By signing this letter, you agree to release [Company Name] from any and all claims related to your employment. Likewise, the Company agrees to provide a neutral reference for your future inquiries.
- 5. Confidentiality:** You agree to maintain the confidentiality of proprietary company information and the specific terms of this severance package.

Please review this document carefully. To accept these terms, please sign and return this letter by [Deadline Date].

We thank you for your years of service and wish you the best in your retirement.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the terms of this Early Retirement Mutual Separation Agreement.

Signature: _____ Date: _____