

[Company Header/Logo Placeholder]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Facility Closure and Early Retirement Severance Offer

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be permanently closing its facility located at [Facility Address], effective [Closure Date]. As a result of this closure, your position as [Job Title] will be eliminated.

In recognition of your long-standing service and commitment, the company is offering you an Early Retirement Severance Package. This offer is designed to assist you in your transition to retirement earlier than originally planned.

Early Retirement Benefits Include:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Retirement Bonus:** A one-time early retirement incentive of \$[Amount].
- **Healthcare Extension:** Continued medical coverage under the company plan through [Date].
- **Unused Leave:** Payout of all accrued but unused vacation time.
- **Outplacement Services:** Access to retirement planning and financial counseling services.

Important Dates and Requirements:

To accept this offer, you must sign and return the enclosed Separation Agreement and General Release no later than [Deadline Date]. You will have a period of [Number] days to revoke your signature after signing.

Your final day of employment will be [Last Working Day].

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

Sincerely,

[Signature]

[Sender Name]
[Sender Title]
[Company Name]