

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

[Date]

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

Re: Separation Agreement and Early Retirement Package

Dear [Employee Name],

This letter confirms the details of your voluntary early retirement from [Company Name], effective [Retirement Date].

1. Severance Payment:

In exchange for signing the attached Separation Agreement and General Release, the Company will provide you with a severance payment in the amount of \$[Amount]. This payment will be made in [a lump sum / installments] starting on [Date], subject to applicable tax withholdings.

2. Outplacement Services:

To assist in your transition, the Company will provide you with [Number] months of outplacement services through [Name of Outplacement Firm]. These services include career coaching, resume assistance, and job search support. You must initiate these services by [Deadline Date].

3. Benefits and COBRA:

Your current health insurance coverage will continue through [Date]. After this date, you will receive information regarding your right to continue coverage under COBRA. Your retirement pension and 401(k) distributions will be handled according to the specific plan documents.

4. Accrued Leave:

You will be paid for all earned but unused vacation time, totaling [Number] hours, in your final paycheck on [Date].

5. Review Period and Execution:

You have [Number] days to review this offer and the attached Separation Agreement. We advise you to consult with an attorney before signing. Once signed, you have a period of seven (7) days to revoke your signature.

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

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

I, [Employee Name], accept the terms of the early retirement severance package as outlined above.

Signature: _____ Date: _____