

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

[Date]

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

Subject: Confirmation of Early Retirement Benefits

Dear [Employee Name],

This letter is to formally confirm your early retirement from [Company Name], effective [Last Working Day/Retirement Date]. We would like to express our gratitude for your [Number] years of service and dedication to the organization.

Following your election for early retirement, here is a summary of your confirmed benefits package:

- **Pension/Retirement Account:** [Details of payout or monthly distribution].
- **Severance Pay:** [Amount if applicable] to be paid on [Date].
- **Health Insurance:** [Details regarding coverage extension or COBRA options].
- **Life Insurance:** [Details on conversion or termination of policy].
- **Unused Vacation/PTO:** [Number of hours] to be paid out in your final paycheck.

Please find the enclosed documents which require your signature. These must be returned to the HR department by [Deadline Date] to ensure the timely processing of your benefits.

If you have any questions regarding your retirement package or the transition process, please contact [Name/Department] at [Phone Number] or [Email Address].

We wish you all the best in your retirement.

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]