[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Voluntary Retirement Transition Plan Agreement

Dear [Employee Name],

This letter outlines the formal agreement regarding your voluntary retirement and the transition plan discussed between you and [Company Name]. By signing this document, you agree to the following terms and conditions:

1. Retirement Date: Your official retirement date will be [Last Working Date]. Your employment will terminate on this date.

2. Transition Period: The transition period begins on [Start Date] and ends on [End Date]. During this time, you agree to perform your regular duties and assist in the transfer of knowledge and responsibilities to your successor or designated team members.

3. Compensation and Benefits:

- You will receive your regular base salary through the retirement date.
- [Optional: Insert details about severance pay or retirement bonuses].
- Accrued but unused vacation time will be paid out as of [Date].
- Health insurance and other benefits will continue until [Date] per company policy.

4. Equipment and Property: You agree to return all company property, including laptops, keys, ID badges, and proprietary data, on or before [Last Working Date].

5. Confidentiality: You remain bound by existing confidentiality and non-disclosure agreements regarding company information, trade secrets, and client data following your departure.

6. Release of Claims: In exchange for the transition benefits provided, you hereby release [Company Name] from any and all claims related to your employment and retirement transition.

Please review this agreement carefully. If you agree to these terms, please sign and return this letter by [Deadline Date].

Sincerely,

[Manager Signature]
[Manager Name]
[Title]

Employee Acceptance:

I, [Employee Name], accept the terms of the Voluntary Retirement Transition Plan as outlined above.

Signature: _____ Date: _____