

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Early Retirement Incentive Offer**

Dear [Employee Name],

We are pleased to offer you the opportunity to participate in our Voluntary Early Retirement Program. This offer is in recognition of your dedicated service to [Company Name].

**1. Retirement Date**

If you accept this offer, your official retirement date will be [Date].

**2. Severance Payment**

You will receive a lump sum severance payment of \$[Amount], calculated based on [Years of Service/Formula]. This payment is subject to applicable tax withholdings.

**3. Health and Welfare Benefits**

[Company Name] will continue to provide your current medical, dental, and vision coverage through [Date/Number of Months]. Following this period, you will be eligible for COBRA or retiree medical plans as outlined in the attached documentation.

**4. Pension and 401(k)**

Your pension benefits and 401(k) account will be handled according to the standard plan rules for retirement. You will receive a separate statement from the Benefits Department detailing your distribution options.

**5. Unused Paid Time Off**

You will be compensated for all accrued but unused vacation days, totaling [Number] hours, in your final paycheck.

**6. Outplacement Services**

The company will provide [Number] months of professional outplacement and financial planning services to assist with your transition.

**Acceptance Deadline**

This offer is valid until [Date]. To accept, please sign the attached Release Agreement and return it to the Human Resources Department by the close of business on the aforementioned date.

We encourage you to review these materials carefully and consult with a financial advisor. If you have any questions regarding these benefits, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Authorized Signature]  
[Title]

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**Acknowledgment of Acceptance**

I, [Employee Name], hereby accept the Early Retirement Offer as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_