[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Acceptance of Voluntary Early Retirement Program (VERP)

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has accepted your application for the Voluntary Early Retirement Program (VERP).

Your final day of employment will be [Last Working Date]. Your official retirement date will be [Retirement Date].

In accordance with the program terms, you are eligible for the following benefits, subject to the execution of the required separation agreement:

- Severance Payment: [Amount or Formula]
- Health Insurance Extension: [Duration/Terms]
- Unused Vacation Pay: [Amount/Policy]
- [Other Benefit]

Please find attached the "Separation Agreement and Release of Claims" document. To receive the incentives mentioned above, you must sign and return this document to the Human Resources department no later than [Deadline Date].

An HR representative will contact you shortly to schedule an exit interview and to discuss the processing of your retirement benefits, pension options (if applicable), and the return of company property.

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

Sincerely,

[Signature]
[Name of HR Representative]
[Title]
[Company Name]