[Date]

[Executive Name]
[Job Title]
[Employee ID]

Subject: Acceptance of Voluntary Early Retirement Program (VERP)

Dear [Executive Name],

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

Your transition from the company is confirmed with an effective retirement date of [Last Working Date]. Per the terms of the program agreement, your participation is subject to the following timeline and conditions:

- **Final Date of Employment:** [Date]
- **Severance and Benefits:** You will receive the compensation package as outlined in the VERP Summary Plan Description provided to you on [Date].
- **Handover Period:** We will coordinate with you to ensure a smooth transition of your executive responsibilities to [Successor Name/Interim Lead] by [Date].
- **Required Documentation:** Please ensure the signed "Separation Agreement and General Release" is returned to the Human Resources Department no later than [Date].

We want to take this opportunity to thank you for your leadership and dedicated service to [Company Name]. Your contributions have been instrumental to our success, and we wish you the very best in your retirement.

A member of the Executive Benefits team will contact you shortly to schedule a final exit meeting to review your pension, equity holdings, and healthcare transition details.

Sincerely,

[Signature]

[Name of Signing Officer]
[Title, e.g., Chief Human Resources Officer / CEO]
[Company Name]