[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Acceptance of Voluntary Early Retirement Program (VERP)

Dear [Manager Name or HR Representative],

Please accept this letter as my formal notification that I have decided to accept the offer for the Voluntary Early Retirement Program (VERP) as outlined in the documentation provided to me on [Date Offer Received].

In accordance with the terms of the program, my final day of employment with [Company Name] will be [Last Working Date].

I understand that my retirement package, including severance pay, benefits extension, and other incentives, will be processed as per the official program guidelines. I have signed and attached the required Release of Claims and related legal documents as requested.

I would like to take this opportunity to thank you for the opportunities I have had during my tenure at [Company Name]. I am committed to ensuring a smooth transition of my current responsibilities before my departure.

Please let me know the next steps regarding the off-boarding process and the return of company property.

Sincerely,

[Signature]
[Printed Name]
[Personal Phone Number]
[Personal Email Address]