[Date]

[Employee Name]
[Employee ID]
[Department]

Dear [Employee Name],

We are writing to formally notify you that your application for the Management Voluntary Early Retirement Program (MVERP) has been reviewed and officially accepted.

In accordance with the program guidelines, your final date of employment with [Company Name] will be [Last Working Date].

Based on the terms of the program, you are eligible to receive the following benefits, subject to the execution of a separation agreement:

- A severance payment in the amount of [Amount/Calculation].
- Continued health insurance coverage for a period of [Number] months.
- [Other Benefit, e.g., Outplacement Services].

In the coming days, you will receive a formal Separation Agreement and Release document. Please review these documents carefully. To receive the incentives mentioned above, the signed documents must be returned to Human Resources no later than [Deadline Date].

We will schedule a meeting shortly to discuss the transition of your current responsibilities and the offboarding process. We thank you for your years of leadership and dedicated service to [Company Name].

Sincerely,

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