[Date]

[Employee Name]
[Employee ID Number]
[Department]

Dear [Employee Name],

This letter serves as official notification that your application for the Union Member Voluntary Early Retirement Program (VERP) has been reviewed and formally accepted.

In accordance with the agreement between [Company Name] and [Union Name], your retirement will be effective on [Final Date of Employment].

Based on the program guidelines, your acceptance includes the following:

- Severance Payment: [Amount or Formula]
- Benefit Coverage: [Details of health/life insurance extension if applicable]
- Pension Status: [Brief statement on pension processing]

Please report to the Human Resources office on [Date/Time] to complete the necessary exit paperwork and return company property. You will also receive a detailed summary of your final benefits and payment schedule at that time.

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

Sincerely,

[Authorized Signature]
[Name and Title]
[Company Name]

cc: [Union Representative Name]
Personnel File