[Date]

[Employee Name]
[Employee ID]
[Home Address]
[City, State, Zip Code]

Subject: Acceptance of Voluntary Early Retirement Program (VERP) Application

Dear [Employee Name],

We are writing to formally notify you that [Company Name] has reviewed and accepted your application to participate in the Voluntary Early Retirement Program (VERP) offered on [Date Program was Announced].

Your retirement from the company will be effective on [Last Day of Employment]. Your final paycheck, including any accrued and unused vacation time (if applicable), will be issued on [Date].

In accordance with the program terms, you are eligible for the following benefits, contingent upon your signature of the Separation Agreement and Release of Claims:

- Severance Payment: [Amount or Formula]
- Health Insurance Coverage: [Details regarding COBRA or extended benefits]
- Other Benefits: [List any additional benefits such as outplacement services]

Please find the formal Separation Agreement and Release of Claims attached to this letter. You have [Number] days to review this document. We encourage you to consult with a legal or financial advisor before signing.

On behalf of [Company Name], I would like to express our sincere gratitude for your [Number] years of dedicated service. We wish you the very best in your retirement.

Sincerely,

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