[Date]

[Employee Name]
[Employee ID]
[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 your application for the Voluntary Early Retirement Program (VERP) has been accepted. We have reviewed your eligibility and confirmed that you meet all the requirements for this program.

Your last day of active employment with [Company Name] will be [Last Working Date]. Your official retirement date will be [Retirement Date].

Based on your hourly status and years of service, your retirement incentive package includes the following:

- A lump-sum severance payment of $[Amount].
- Payment for accrued but unused vacation hours.
- [List other benefits such as healthcare extension or life insurance].

Please find attached the "Separation Agreement and General Release." To receive the benefits listed above, you must sign and return this document to the Human Resources department by [Deadline Date].

A member of the HR team will contact you shortly to schedule an exit interview and to discuss the processing of your final paycheck and pension options.

We thank you for your [Number] years of service and dedication to [Company Name]. We wish you the very best in your retirement.

Sincerely,

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