[Current Date]

[Employee Name]
[Employee ID]
[Department]

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

Dear [Employee Name],

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

In accordance with the terms of the program, your final date of employment with [Company Name] will be [Last Working Date]. Your retirement will become effective on [Retirement Date].

As a participant in this program, you are entitled to the following benefits, subject to the signing of the required Release of Claims agreement:

- **Severance Payment:** A lump sum payment of [Amount] or [Formula], to be paid on [Date].
- **Health Insurance:** Extension of coverage or COBRA subsidies until [Date].
- **Unused Leave:** Payout of accrued vacation time totaling [Number] hours.

Please note that you have until [Deadline Date] to sign and return the enclosed Separation Agreement and Release. You are encouraged to consult with a legal or financial advisor during this period.

Human Resources will contact you shortly to schedule an exit interview and provide instructions regarding the return of company property.

We thank you for your many years of dedicated service and leadership. We wish you the very best in your retirement.

Sincerely,

[Signature]
[Name of Authorized Official]
[Title]
[Company Name]