[Date]

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

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

Dear [Employee Name],

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

In accordance with the program guidelines, your retirement from [Organization Name] will be effective on [Last Working Date].

As a participant in this program, you are entitled to the following benefits as outlined in the VERP agreement:

- [Benefit 1: e.g., Severance payment details]
- [Benefit 2: e.g., Extended health insurance coverage]
- [Benefit 3: e.g., Payout of unused vacation time]

Human Resources will contact you shortly to schedule an exit interview and to coordinate the signing of the final separation agreement. Please ensure that all company property, including keys, badges, and electronic equipment, are returned to the department by your final day.

On behalf of the [Department Name], I would like to thank you for your [Number] years of dedicated service. We wish you the very best in your retirement.

Sincerely,

[Signature]
[Department Head Name]
Head of [Department Name]

cc: Human Resources Department