[Date]

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

Dear [Employee Name],

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

We are writing to formally notify you that your application to participate in the [Year] Classified Staff Voluntary Early Retirement Program has been reviewed and officially accepted.

Your retirement from [Organization/School District Name] will be effective at the close of business on [Effective Date].

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

- [Incentive Detail 1, e.g., Lump sum payment amount]
- [Incentive Detail 2, e.g., Health insurance bridge details]
- [Incentive Detail 3, e.g., Payout of accrued sick/vacation leave]

Please note that this acceptance is contingent upon the completion of all required retirement paperwork and the expiration of any applicable revocation periods required by law.

The Human Resources department will contact you shortly to schedule an exit interview and to finalize your benefit distribution options. If you have any questions regarding your transition, please contact [Contact Person Name] at [Phone Number] or [Email Address].

On behalf of the [Organization/District], we would like to thank you for your [Number] years of dedicated service. We wish you the very best in your retirement.

Sincerely,

[Signature]
[Name of Administrator]
[Title]
[Organization Name]

cc: Personnel File