Current Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]
[Department]

Subject: Acceptance of Voluntary Early Retirement Program Application

Dear [Employee Name],

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

Based on the terms of the program, your final day of employment with the company will be [Last Working Date]. Your official retirement date will be effective [Retirement Date].

As an exempt employee participating in this program, you are entitled to the following transition benefits, subject to the execution of the required separation agreement:

- Severance Payment: [Amount or Calculation]
- Health Insurance Extension: [Duration/Details]
- Unused Vacation Pay: [Amount/Details]
- [Other Benefit]

Please find attached the formal Separation Agreement and Release of Claims. To receive the benefits listed above, you must sign and return this document to the Human Resources Department no later than [Deadline Date].

During your remaining time with us, please work with [Manager Name] to coordinate the transition of your current projects and responsibilities. You will also be contacted by the Benefits Office to schedule an exit interview and discuss your pension or 401(k) distribution options.

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

Sincerely,

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