[Date]

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

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

Dear [Employee Name],

We are writing to formally confirm that [Company Name] has accepted your application to participate in the Voluntary Early Retirement Program (VERP). Your retirement from the company will be effective on [Last Day of Work Date].

As a non-exempt employee, your final paycheck will include payment for all hours worked up to your retirement date, along with any accrued but unused vacation/paid time off, in accordance with company policy and state law.

In accordance with the program terms, you are eligible to receive the following benefits, provided you sign and do not revoke the Separation Agreement and Release:

- [Amount/Weeks] of severance pay.
- [Details of health insurance continuation/COBRA].
- [Any additional incentives or bonuses].

Please find the enclosed Separation Agreement and Release. You have [Number] days to review this document. We recommend that you consult with an attorney before signing.

On behalf of [Company Name], we would like to thank you for your years of service and your contributions to our team. We wish you the very best in your retirement.

Sincerely,

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