

# Voluntary Retirement Initiative Letter

Date: [Insert Date]

Dear [Employee's Name],

We are reaching out to inform you about an opportunity that is being offered to our valued employees as part of our Voluntary Retirement Initiative. This initiative aims to support our workforce during these changing times while recognizing the dedication each of you has shown to [Company Name].

Eligibility for this program includes employees who have completed [X years] of service with the company. The benefits of opting for voluntary retirement include:

- Financial assistance through a severance package
- Continuation of health benefits for [X months/years]
- Career transition support services

We encourage you to consider this option carefully. If you are interested in learning more about this initiative, please attend our information session on [insert date/time] or reach out to [HR Contact Name] at [HR Contact Email].

Thank you for your dedication and service to [Company Name]. We appreciate all that you do and want to ensure you have all the information to make an informed decision.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]