

Voluntary Retirement Invitation

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing efforts to support our employees, we are introducing a voluntary retirement program designed to provide an opportunity for those who wish to retire early.

We invite you to consider participating in this program. It offers a chance to step into retirement while ensuring a smooth transition for both you and the organization. Details regarding the benefits and eligibility criteria will be provided in our upcoming informational sessions.

If you are interested in learning more about this opportunity, please join us for an informational meeting on [Date] at [Time] in [Location].

Thank you for your dedicated service to [Company Name]. We value your contributions and are here to support you during this transition.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]