

Voluntary Retirement Offer

Date: [Insert Date]

Dear [Employee's Name],

We would like to express our sincere appreciation for your dedication and contributions to [Company Name] over the years. As part of our ongoing efforts to optimize our workforce, we are offering eligible staff members the opportunity to voluntarily retire.

As an employee who has greatly contributed to our success, we are extending this offer to you. The details of the voluntary retirement package are as follows:

- Retirement Benefit: [Details of the benefits]
- Health Insurance Coverage: [Details for the duration]
- Retirement Assistance: [Details if any]

If you choose to accept this offer, please submit your acceptance in writing by [Deadline Date]. Should you have any questions or require further information, feel free to reach out to [Contact Person/Department].

Thank you once again for your invaluable service. We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]