

Voluntary Retirement Option Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you about the Voluntary Retirement Option (VRO) available for eligible employees at [Company Name]. After careful consideration, we believe this option may be beneficial for you as we continue to adapt to the current business environment.

The VRO program offers you the opportunity to retire voluntarily with certain benefits that may include:

- A financial incentive based on your years of service.
- Healthcare benefits for a specified period.
- Assistance with the transition to retirement.

To be eligible for consideration, you must meet the following criteria:

- Be at least [insert age] years old.
- Have [insert years] years of service with [Company Name].
- [List other eligibility criteria if applicable]

If you are interested in the Voluntary Retirement Option, please submit your written request by [insert deadline date]. Our HR department will then contact you for a meeting to discuss your eligibility and the specifics of the program.

We appreciate your contributions to [Company Name] and remain committed to supporting you in this transition. Please feel free to reach out with any questions or to schedule an initial meeting.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]