

Announcement of Voluntary Retirement Scheme

Date: [Insert Date]

Dear Employees,

We are writing to inform you about the introduction of a Voluntary Retirement Scheme (VRS) aimed at providing eligible employees with an opportunity to voluntarily retire from the organization. This decision has been made in light of our ongoing efforts to streamline operations and ensure a sustainable future for our company.

The VRS will be available to employees who have completed [insert minimum years of service, e.g., 10 years] with the company. Interested employees can apply for the program starting from [insert start date] until [insert end date].

Details of the scheme include:

- Eligibility criteria: [insert criteria]
- Benefits: [insert details on benefits, such as severance pay, health insurance, etc.]
- Application process: [insert brief description of how to apply]

We understand that this may be a significant decision for many of you and encourage everyone to reach out to the HR department for any questions or clarifications regarding the VRS. We are committed to providing support throughout this process.

Thank you for your continued dedication and contributions to our organization.

Best regards,

[Your Name]

[Your Position]

[Company Name]