

Voluntary Retirement Scheme - Important Information

Dear Valued Employee,

We appreciate your contribution to our organization and want to inform you about an option available to you under our Voluntary Retirement Scheme (VRS).

Scheme Details:

- **Eligibility:** Employees aged 55 years and above with a minimum of 10 years of service.
- **Benefits:**
 - One-time severance payment equivalent to 50% of your monthly salary for each year of service.
 - Health insurance coverage for 2 years post-retirement.
 - Assistance in job placement for interested individuals.

Application Process:

To apply for the Voluntary Retirement Scheme, please complete the attached application form and submit it to the HR department by **[Insert Deadline]**.

We encourage you to consider this opportunity carefully and to reach out with any questions you may have.

Thank you for your dedication and service.

Sincerely,

[Your Name]
[Your Position]
[Company Name]