

(DATE)

**Employee Name and
Address**

SUBJECT: APWU Voluntary Early Retirement Offer for APWU Contract Extension Employees

The Postal Service has entered into agreement with the American Postal Workers Union (APWU), AFL-CIO to offer VER to employees covered by the VER provision of the APWU contract extension. The Postal Service has approval from the Office of Personnel Management (OPM) under its Voluntary Early Retirement Authority to offer VER to all eligible career employees covered by the VER provision of the APWU Contract Extension.

You have been identified as being in the of group employees described in the first paragraph and therefore eligible for this VER offer. To take advantage of this offer, you must complete and return the attached 1) *Acknowledgment of Irrevocability of Voluntary Early Retirement Decision* and 2) *Application for Immediate Retirement* (**attached SF 2801 for CSRS employees or SF 3107 for FERS employees**). These documents must be received by your servicing personnel office no later than 5:00 PM on **Friday, December 2, 2005**. If you elect to take advantage of this VER offer, your retirement effective date will be **Saturday, December 31, 2005**.

Since the Postal Service will rely on your decision to retire in developing its complement management plans, your decision to retire will become **IRREVOCABLE** at 5:00 PM on **Friday, December 2, 2005**, the closing date of the VER window period. This means that you cannot withdraw your retirement application after 5:00 PM on **Friday, December 2, 2005**. You may withdraw your retirement application prior to this time and date by submitting written notification by letter or fax, signed and dated, to **(enter name, mailing address/location and the fax number of the person who will accept withdrawals)**. Once again, in order to withdraw your retirement application, your withdrawal request must be RECEIVED prior to 5:00 PM on **Friday, December 2, 2005**.

The attached information is provided to assist you in making your decision whether to take advantage of this offer. If you are covered by the Civil Service Retirement System (CSRS) and under age 55, your annuity reflects a 2 percent reduction for each year under age 55. If you are covered by the Federal Employees Retirement System (FERS) with a CSRS frozen component and under age 55, only the CSRS portion of your annuity is reduced by 2 percent for each year under age 55. There is no reduction to the FERS component of the annuity. Also attached is a Retirement Thrift RIF (RTR) System Service History report showing your creditable service and an annuity estimate.

Please review your annuity estimate and the other information provided so you will be in a position to make an informed decision. Your personnel office will be providing additional retirement information through group retirement counseling sessions. Remember that in order to take advantage of the VER offer, your retirement application and acknowledgment must be received by your servicing personnel office **no later than 5:00 PM on Friday, December 2, 2005**.

Questions regarding this VER offer should be addressed to: **(Identify two human resources personnel.)**

Manager, Human Resources

Attachments

Attachment C
10/11/2005