

TO: **Employee**

SUBJECT: Notice of Approval of Employee Voluntary Early Retirement Request

You have applied for the voluntary early retirement option offered by the Postal Service under the Voluntary Early Retirement Authority ("VERA") granted by the Office of Personnel Management with a retirement effective date of ***December 31, 2005***.

Your request has been **approved**. Your decision became **IRREVOCABLE** at 5 PM on **Friday, December 2, 2005**.

You should contact **(contact person name and phone number)** to finalize your retirement application.

(Enter name and signature of the HR Manager)