[insert agency letter head]

**[SES EMPLOYEES NAME]
[Address]**

Dear **[ NAME]**

I refer to our recent discussion regarding redeployment within this agency and the Australian Public Service (APS) more generally, and the possibility of your retirement under section 37 of the Public Service Act 1999 (PS Act).

Under the provisions of section 37(1) of the PS Act, I hereby give you notice that if you retire from the APS between today's date and no later than **[DATE]**, you will be entitled to be paid a specified amount of $**[INCENTIVE PAYMENT AMOUNT]**.

If you retire during the specified period, you will be deemed for all purposes to have been retired involuntarily from the APS as provided in section 37(2)(b) of the PS Act.

In accepting this offer, please be aware that section 66 of the Australian Public Service Commissioner's Directions 2022is applicable to you. Section 66 deals with the restrictions on engaging APS employees who have received a redundancy benefit and this applies regardless of whether you seek to be engaged as an SES or non-SES employee. In your circumstances, the restriction period for engagement into the Australian Public Service has been calculated as **[XX]** weeks.

If you require clarification of any aspect of this offer, please contact**[name]**, **[phone number]**.

In order to proceed please advise in writing that you accept or decline this offer of an incentive to retire.

Yours sincerely

**[AGENCY HEAD]
[DATE]**