

1. Introduction

<<Company Name>> ("th environment which provid contribution from its dive knowledge and experience Company operates a flexible

The Company does not retir of their choosing.

2. Aims of the Policy

- 2.1 This policy aims to:
 - 2.1.1 Set out the C
 - 2.1.2 Detail the pro they wish to r

3. Discussion Meetings

During the <<yearly/six-mor discuss the employee's per include a discussion of the should be viewed as an inf plan together for the future.

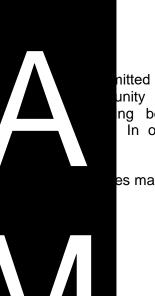
At any time, an employee i their line manager. When ar the Company, using the pro-

4. Employee Request to retir

The Company suggests t retirement, employees shou pension provisions.

When an employee dec <<Name/title/line manager>

As the employee who is abo Company and their role and could give as much notice handover of work. In any ev down in their contract of em



ed retirement age)

nitted to achieving a working unity and to encouraging full ng benefiting from the skills, In order to facilitate this, the

es may voluntarily retire at a time

nployees' retirement.

en an employee decides that

aisal meeting, line managers will eeds. These meetings may also or proposals for retirement and Company and the employee to

ions about retirement plans with cision to retire, they should notify

y firm decisions in respect of ancial and advice regarding any

to retire, they should inform g.

ve considerable knowledge of the be appreciated if the employee e in order to arrange an orderly comply with the notice period set

5. Retirement Procedure

On receipt of the employee written acknowledgement.

The Company will then n retirement in more detail, i progress, <<pension deta training a successor>>.

Following the meeting, the notice of their intention to end.

<<Insert

<<Date>

This procedure has been approved

Name:	< <insert< th=""></insert<>
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Position:

Date:

Signature:



ompany will send the employee a

to discuss the arrangements for tirement date, updates on work in s for handing over work <<and

e employee formally to accept the e date on which employment will

sources Manager>>