

Retirement Policy (Minimum retirement age)

1. Introduction

<<Company Name>> ("the Company") is committed to providing a working environment which provides an opportunity for all employees to make a contribution from its diverse knowledge and experience. The Company operates a flexible

committed to achieving a working environment which provides an opportunity for all employees to make a contribution from its diverse knowledge and experience. In order to facilitate this, the

The Company does not retire employees who may voluntarily retire at a time of their choosing.

2. Aims of the Policy

2.1 This policy aims to:

2.1.1 Set out the Company's policy on employees' retirement.

2.1.2 Detail the procedure for retirement when an employee decides that they wish to retire.

employees' retirement.

when an employee decides that

3. Discussion Meetings

During the <<yearly/six-monthly>> performance review discussion, line managers will discuss the employee's performance. These meetings may also include a discussion of the employee's retirement plans or proposals for retirement and should be viewed as an opportunity for the Company and the employee to plan together for the future.

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At any time, an employee is encouraged to discuss their retirement plans with their line manager. When an employee decides to retire, they should notify the Company, using the procedure set out in this policy.

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4. Employee Request to retire

The Company suggests that, when an employee decides to retire, they should inform their line manager of their decision to retire, using the procedure set out in this policy.

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As the employee who is about to retire will have considerable knowledge of the Company and their role and responsibilities, it would be appreciated if the employee could give as much notice as possible to facilitate a smooth handover of work. In any event, the employee should comply with the notice period set down in their contract of employment.

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5. Retirement Procedure

On receipt of the employee's written acknowledgement.

The Company will then meet with the employee to discuss the arrangements for retirement in more detail, including retirement date, updates on work in progress, <<pension details>> and training a successor>>.

Following the meeting, the employee will receive a formal notice of their intention to retire, and the date on which employment will end.

The company will send the employee a written acknowledgement.

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Following the meeting, the employee will receive a formal notice of their intention to retire, and the date on which employment will end.

This procedure has been approved by the Board of Directors.

Name: <<Insert Name>>

Position: <<Insert Position>>

Date: <<Date>>

Signature:

Human Resources Manager>>

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