

[Print on one side of paper or insert Address]

<<Employee Name>>
<<Address>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re: Notice of Retirement Date

Thank you for your letter dated <<Insert date>> that you wish to retire on <<Date>>.

Under your contract of employment, <<Insert date>>, the minimum period of notice you are required to give to terminate your employment is <<Insert number of weeks or months>>. As your proposed retirement date is <<Date>>, I can confirm that you have given the Company adequate notice and this will be your final day with the Company.

[OR The minimum period of notice you have given the Company in order to terminate your employment is <<Insert number of weeks or months>>. As your proposed retirement date is <<Date>>, this does not give the Company adequate notice under your contract of employment signed and dated <<Insert date>>.]

We request, therefore, that you give the Company <<Insert number of weeks or months>> notice to comply with your contract of employment. On this basis, your proposed retirement date will be <<Insert date>>. Please confirm in writing that you agree with this proposed retirement date.]

<<Name>> will organize a meeting to discuss the arrangements for your retirement.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>