

[Print on Em...sert Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Employee Name>>,

Acknowledgement

As you are aware, your retirement was confirmed as <<Insert Date>> and your employment with the Company was terminated on <<Insert Date>> to confirm the final administrative arrangements.

[As at your retirement date, you were entitled to <<Insert Number>> days' holiday and you will have already used your whole holiday entitlement by that date. This means that you will not be entitled to any further payment in relation to your holiday when you retire.]

OR

[As at your retirement date, you were entitled to <<Insert Number>> days' holiday, leaving you with <<Insert Number>> days' holiday. Please agree with <<Insert Job Title E.g. Your Line Manager>> when you write to us on <<Insert Date>>. This means that you will receive a further payment in relation to your holiday when you retire.]

OR

[As at your retirement date, you were entitled to <<Insert Number>> days' holiday in excess of the annual leave that you have accrued. You are required to reimburse the Company for this additional leave that you have accrued. A sum of £<<Insert Amount>> will be deducted from your final salary payment. Please return it to <<Insert Job Title E.g. Your Line Manager>> on or before <<Insert Date>>. [Please contact <<Insert Name and Contact Details>> for further information.]

[By your retirement date, you are required to return any Company property <<E.g. Books, Company Laptop, Keys, Security Pass, <<Insert Name and Title>> on or before <<Insert Date>>. [Please contact <<Insert Name and Contact Details>> for further information.]

You should already have received your final salary payment and any pension entitlement. Please contact <<Insert Name and Contact Details>> if you have not received your Company pension.

Please do not hesitate to contact <<Insert Name and Contact Details>> for any further information.

We wish you an enjoyable retirement and thank you for your contribution to the Company.

Yours sincerely,

<<Insert Name and Title>>
For and behalf of <<Company Name>>

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