**Employee form to provide notification of their wish to retire**

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| **DECLARATION** |
| Please accept this as notification of my personal choice to retire. I understand that my line manager may arrange to meet with me to discuss this notification and that the Company is under no obligation to agree to any request I make to change my working hours. I understand that any change in hours will be for a maximum of three months before my retirement date. |
| **PERSONAL INFORMATION** |
| Employee name: |  |
| Employee number: |  |
| Job title: |  |
| Department: |  |
| **DATE OF RETIREMENT** |
| I wish my retirement to take effect from: |  |
| I wish to take all/some of my remaining annual leave directly before my retirement date: *(please specify)* |  |
| The amount of annual leave I wish to take directly before my retirement date is: *{please specify}* |  |
| The last day that I will attend work is therefore: |  |
| My remaining annual leave amount will be: |  |
| **AMENDMENT TO WORKING HOURS** |
| I would like to amend my working hours in readiness for my retirement to: |
| Signature: |  |
| Date: |  |