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

|  |  |  |  |
| --- | --- | --- | --- |
| **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: |  | | |