**Letter inviting an employee who has expressed a wish to retire to a meeting to discuss how the retirement will be managed**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I am writing to confirm that we accept your notice of retirement and would like you to attend a meeting at *[insert time]* on *[insert date]* in *[insert location]* to discuss any queries or concerns you may have and to plan an exit strategy for you as you near your retirement.

If you wish, you may bring a fellow work colleague with you to the meeting.

Following the meeting I will write to you to confirm what was discussed at the meeting.

If you are unable to attend this meeting, please contact me to allow this to be rescheduled.

Yours sincerely,

*[Insert name]*

*[Insert job title]*