**Letter to an employee who has provided notification of their intention to retire confirming final payments and requesting the return of company property**

**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I write with some further information about the arrangements leading up to your retirement on *[insert date]* for the return of your Company equipment and enclose information on your final salary payment and pension entitlements.

**Pension**

You should receive a letter from the Pension Service in relation to your entitlement to the state pension. The Pension Service usually send this three months before you reach your state pension age.

Please contact the Pension Service to check your state pension age. If you have not received your letter by three months before your state pension age, again we recommend that you contact the Pension Service for more details.

*[Remove if employee has opted out of Company pension]* The Company’s pension provider, *[insert provider name]*, will write to you shortly (if they have not already done so) setting out your pension details going forward. The letter should set out your entitlement to a pension once you have retired. If you have not had a letter from them yet, or wish to ask any questions about your pension, please contact *[insert pension provider and name of contact]*.

**Holiday pay**

You will have accrued *[insert number]* days of holiday by your retirement date.

*[Select from the paragraphs below and delete as appropriate]*

You have previously taken your accrued holiday entitlement and will not have any accrued but untaken holiday leave at your retirement date. Therefore, you will not receive any payments for holiday pay when you retire.

*[OR]*

Over the current holiday year, you have already taken *[insert number]* days' holiday which is more than your accrued entitlement. Therefore, you have overtaken holiday by *[insert number]* days. This overtaken holiday will need to be paid back to the Company and it is intended that the payment will be deducted from your final salary payment.

*[OR]*

Over the current holiday year, you have already taken *[insert number]* days' holiday and you have *[insert number]* left untaken. Please arrange with your line manager to take all accrued but untaken holiday before your retirement date. As long as you take all your remaining days as holiday, you will not receive any payments for holiday pay when you retire.

*[OR]*

Over the current holiday year, you have already taken *[insert number]* days' holiday and you have *[insert number]* left untaken. Please arrange with your line manager to take as much of the remaining days of holiday as you can before your retirement. As long as you take all your remaining days as holiday, you will not receive any payments for holiday pay when you retire. Any untaken days will be paid in your final salary payment.

**Returning Company property**

All the items of Company property that you have received and are in your possession should be returned to us by your last day of employment.

Your Company *[delete as appropriate - laptop/tablet]* will need to be handed to the IT department on your last day. Please ensure all information stored on this device has been backed up to the Company network.

Our records indicate you have the following items and I would be grateful if you could return them to your line manager. These items are:

* building keys/access card/security card
* Company car, fuel card etc (*[insert make, model, registration number]*)
* Company credit card
* Company documents (including both hard copy or electronic copies)
* Company laptop or tablet and accessories
* Company mobile phone and accessories (*[insert number]*)
* stationery, paperwork and any office equipment
* any other property belonging to the Company

Please let me know if you have any further questions in relation to your retirement arrangements.

Yours sincerely,

*[Insert name]*

*[Insert job title]*