**Response letter to an employee who has provided notification of their wish to retire**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I write to thank you for the notification of your intention to retire on *[insert date]* that we received on *[insert date]*.

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

As per your contractual notice period, I can confirm that your last day with the Company will be *[insert date]*.

*[OR]*

Under the terms of your contract of employment you have not provided us the appropriate notice to end your employment on *[insert date]*. In order to comply with the provision of your contract I therefore ask that you provide us with the additional *[insert number]* *[delete as appropriate – weeks'/months']* notice and confirm that you accept the new proposed retirement date. If you wish to discuss this further then please contact me.

*[Optional]* As requested, I would be happy to discuss the possibility of you carrying out a phased retirement. A phased retirement is an ideal opportunity for you to move gently into full retirement. If this is an option for you then we can discuss an agreed staggered reduction of your current working hours.

We can, at no cost to yourself, provide you with pre-retirement training which can help prepare you for retirement. Details are available from *[insert name].*

You should consider financial planning particularly relating to reviewing your pension arrangements. Details of your entitlements under the pension scheme are available from *[insert name]*.

Should you wish to discuss your intentions or if you have any questions or concerns then please do not hesitate to contact me and I will arrange to meet with you to discuss.

Yours sincerely,

*[Insert name]*

*[Insert job title]*