

RETIREMENT LETTER

Employee Name: _____ Position: _____

Department: _____ Employee ID: _____

Retirement Letter Details:

Dear Sir/Madam,

I am writing to formally notify you of my decision to retire from my position within the company. This letter serves as my official retirement notice in accordance with company policy and UK employment law.

Please consider this letter as the required notice period as stipulated in my employment contract. I trust that this notice period will allow sufficient time for a smooth transition and handover of my responsibilities.

I would like to express my sincere gratitude for the opportunities and support provided to me during my tenure. I have greatly valued the experience and relationships I have built here.

I am committed to assisting with the transition process to ensure minimal disruption to the operations.

Terms and Conditions of Retirement:

1. Retirement Date: The effective date of retirement will be communicated and agreed upon by both parties, subject to the notice period requirements. 2. Final Salary and Benefits: All final salary, accrued holiday pay, bonuses, pensions, and other benefits will be calculated and paid in accordance with applicable UK law and company policies. 3. Handover and Transition: The employee agrees to provide full cooperation during the handover period, including training of successors and completion of outstanding tasks. 4. Confidentiality: The employee shall continue to be bound by any confidentiality and non-disclosure agreements entered into during employment. 5. Return of Company Property: All company property including documents, equipment, and access cards must be returned before or on the final working day. 6. Post-Retirement Restrictions: Any post-retirement restrictions or covenants shall remain enforceable as per contract. 7. Governing Law: This retirement letter and any related matters shall be governed by and construed in accordance with the laws of England and Wales. 8. Dispute Resolution: Any disputes arising out of or in connection with this letter shall be subject to the exclusive jurisdiction of the courts of England and Wales.

Acknowledgment:

I acknowledge that I have read, understood, and agree to the terms and conditions set forth in this retirement letter. I confirm that I have had the opportunity to seek independent advice before signing.

EMPLOYEE'S SIGNATURE

EMPLOYER'S REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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