|  |  |
| --- | --- |
| Our Ref.  Your Ref.  Contact  Email  Direct Dial  Direct Fax | 01224  01224 |
| Date  <Name>  <Address> | |

Dear **<Name>**

**Meeting to discuss retirement arrangements**

I refer to your letter of <date> in which you gave notice to the Council of your retirement in accordance with your contract of employment.

I note that the date of your retirement will be <date> and I write to invite you to a meeting to discuss your retirement arrangements. The meeting will take place on <date> at <time> in <location> and I plan to cover the following matters:-

*delete if any do not apply*

 Status of work tasks/projects

 Work handover arrangements

 Knowledge transfer

 Pre-retirement course

 Long service award

 Pension arrangements

 Return of any Council property

 Balance of annual leave

I should be grateful if you would confirm your attendance by telephone or e-mail.

Yours sincerely

**<Name>**

**<Job Title>**

Cc HR Service Centre