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

Dear**<Name>**

**Outcome of meeting to discuss retirement arrangements**

I refer to our meeting of <date> to discuss your retirement arrangements and write to confirm the outcome.

The following matters were covered at the meeting with details shown below of how each will be taken forward and by whom, prior to your retirement on <date>:-

1.

2.

3.

The balance of your annual leave entitlement for this year up until the date of your retirement is <?> days and you will be required to use all this annual leave prior to your retirement date.

The Payroll Section will make arrangements to calculate your final pay with all monies due paid into your bank/building society account at the end of the month in which you retire.

As you are a member of the \*Local Government Pension Scheme/Scottish Teachers’ Pension Scheme (\**delete one*) arrangements will be made to calculate your pension benefits with these being paid to you as soon as possible following your retirement. This will include your annual pension, paid monthly and, where applicable, your ‘one off’ lump sum pension payment. (*delete this para if employee is not a pension scheme member*)

I would like to take this opportunity to thank you for your dedicated service to the Council over the last <?> years and to wish you well for the future.

Finally, if you have any queries relating to your forthcoming retirement please contact me on the above number.

Yours sincerely

**<Name>**

**<Job Title>**

Cc HR Service Centre