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RETIREMENT POLICIES & LETTERS

RETIREMENT POLICY

This policy document applies to your employment at [*Insert organisation name and address*], ("the organisation") and all other organisation sites that you may be asked to work at from time to time. However, this policy does not form part of your contract of employment.

1. Policy statement

1.1 The employer's policy is to comply with the law of England regarding retirement. The policy is not a contractual document.

1.2 In the event that the policy and the law conflicts, the law should take precedence. If employees are in any doubt as to what their rights are they should discuss matters with the employer.

1.3 Should this policy change as a result of amendments in the law, the changes will be notified to the employee via the employer's notice board.

2. Definitions

2.1 'Retirement' – the cessation of your employment upon reaching a predetermined age or date.

3. Retirement Age

3.1 The organisation does not have an enforced retirement age and it will be for the employee to decide when they wish to retire at which time they should follow the procedure in clause 4.

**Sample document – the remaining are clause headings only
Full document contains all clauses**

4. Notification of Retirement

5. Insurance Benefits

6. Date of Implementation

7. Questions

8. Alteration of this Policy

9. Letter Informing Employer of Employee's Intended Retirement Date

10. Employee's Letter Requesting Permission to Withdraw Notice of Retirement

11. Letter Of Refusal of an Employee's Request To Withdraw Their Retirement Notice

12. Letter Following Acceptance by an Employer of an Employee's Request To Withdraw Their Retirement Notice

RETIREMENT POLICY (Employer Justified Retirement Age)

This policy document applies to your employment at *[Insert organisation name and address]*, ("the organisation") and all other organisation sites that you may be asked to work at from time to time. However, this policy does not form part of your contract of employment.

1. Policy statement

1.1 The employer's policy is to comply with the law of England regarding retirement. The policy is not a contractual document.

1.2 In the event that the policy and the law conflicts, the law should take precedence. If employees are in any doubt as to what their rights are they should discuss matters with the employer.

1.3 Should this policy change as a result of amendments in the law, the changes will be notified to the employee via the employer's notice board.

2. Definitions

2.1 'Retirement' – the cessation of your employment upon reaching a predetermined age.

3. Retirement Age

3.1 The organisation operates an Employer Justified Retirement Age and the normal retirement age for the purposes of this policy is *[Insert age which must be objectively justified below.]*

3.2 The reasons for this retirement age is because your employment is associated with the following special factors *[insert exceptional nature of duties and responsibilities e.g. emergency services which require a minimum level of mental or physical fitness]*

Sample document – the remaining are clause headings only
Full document contains all clauses

4. Retirement Rights

5. Retirement Meeting

6. Appeals

7. Date of Implementation

8. Questions

9. Alteration of this Policy

10. Letter Informing Employee of Their Retirement Date

11. Letter Informing Employee of a Meeting to discuss their request not to be Retired

12. Letter Following Refusal of an Employee's Request Not to be Retired

13. Letter Following Acceptance by an Employer of an Employee's Request not to be Retired

14. Letter to Employee Notifying Them of Result of Appeal Against Decision to be Retired

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