PCC / PARISH LOGO

PCC/PARISH ADDRESS

NAME

ADDRESS

DATE

Dear

**Letter of Retirement**

I am writing to acknowledge your email/letter regarding your retirement, dated [Date].

Your last day of employment with PCC/PARISH NAME will be [Date]. You will be paid your normal salary up until this date.

You will have accrued a total of [XX] days/hours annual leave up to your leave date. Please can you confirm how many days/hours annual leave you will have taken by your leave date, so that I can calculate any payments or deductions in respect of annual leave in your final salary.

I will let the Pensions department know that you are retiring so that they can prepare anything that they need to, to ensure a smooth transition from PCC/PARISH NAME payments, to Pension payments.

I have enclosed an exit interview form for you to complete nearer to your leave date and send back to me. If you would like to have a meeting to discuss this form, please let me know.

We would like to thank you for the valuable work you have done as a valuable member of the PCC/PARISH NAME and wish you God’s blessing and happiness for your future.

Yours sincerely

Name

**Job Title**