**Early Retirement Request Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | John A. Williams | Employee ID | EMP-0325 |
| Department | Finance | Designation | Senior Accountant |
| Date of Birth | 15/06/1975 | Date of Joining | 01/04/2005 |
| Official Retirement Age | 60 years | Current Age | **50 years** |
| Years of Service | → **20 years** |  |  |

**Section 2: Request Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Date of Retirement | 31/12/2025 |  |  |
| Reason for Early Retirement | Health reasons and desire to pursue part-time consultancy work. | | |
|  | | |
|  | | |
| Pension/Benefit Option Selected | Partial pension with gratuity payout. | Notice Period Given | 3 months |
| Requested Approval From | HR Department / Managing Director | | |

**Section 3: Benefits Summary (for HR Use)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Benefit Type** | **Eligibility** | **Estimated Amount (USD)** | **Formula Example** |
| Pension Payable | Yes | 1,200/month | =BaseSalary\*0.5 |
| Gratuity | Yes | 18,000 | =(15/26)\*MonthlySalary\*YearsOfService |
| Provident Fund | Yes | 30,000 | =EmployeeContribution+ EmployerContribution+ Interest |
| Leave Encashment | Yes | 3,000 | =RemainingLeaveDays\*(DailySalaryRate) |
| **Total Estimated Benefits** | | **52,200** | =SUM |

**Section 4: Acknowledgment and Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Employee | John A. Williams |  | 01/10/2025 |
| Department Head | Laura Smith |  | 03/10/2025 |
| HR Manager | Daniel Brown |  | 05/10/2025 |
| Finance Officer | Karen Jones |  | 06/10/2025 |

**Section 5: Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Request Received On | 01/10/2025 | Request Approved On | 07/10/2025 |
| Retirement Effective From | 31/12/2025 | Pension Record Created | Yes |
| Final Clearance Completed | Yes |  |  |

**Notes**

* Early retirement is subject to organizational approval and benefit eligibility.
* Employee must submit all company property and obtain clearance before release.
* HR will finalize pension and gratuity details upon approval.