**Employee Retirement Application Form**

**Section 1: Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** | John A. Mitchell | | |
| **Employee ID:** | EMP-0456 | **Designation:** | Senior Accounts Officer |
| **Department:** | Finance Department | **Date of Birth:** | 10 March 1963 |
| **Date of Joining:** | 01 July 1990 | **Contact Number:** | +1-555-987-6543 |
| **Email Address:** | john.mitchell@email.com | **Residential Address:** | 45 Sunset Avenue, Springfield, USA |

**Section 2: Employment Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Type:** | Permanent | **Employee Grade/Level:** | Grade 5 |
| **Total Years of Service:** |  | **Department Head Name:** | Maria Thompson |
| **Supervisor Contact:** | maria.thompson@company.com | | |

**Section 3: Retirement Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Retirement:** | Superannuation (on reaching retirement age) | **Proposed Date of Retirement:** | 31 March 2025 |
| **Last Working Day:** | 30 March 2025 | **Reason (if other than age):** |  |
| **Preferred Pension Start Date:** | 01 April 2025 |  |  |

**Section 4: Pension and Benefits**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pension Scheme Enrolled:** | Corporate Pension Plan – CPP 204 | **Pension Account Number:** | 245-998-3321 |
| **Gratuity Entitlement (USD):** |  | **Provident Fund Balance (USD):** | $68,400.00 |
| **Leave Encashment Payable (USD):** | $5,200.00 | **Total Estimated Benefits (USD):** |  |

**Section 5: Payment and Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Name:** | First National Bank | **Account Holder Name:** | John A. Mitchell |
| **Account Number / IBAN:** | US22FNBA123456789 | **Branch Address:** | 210 Main Street, Springfield, USA |
| **IFSC / SWIFT Code:** | FNBAUS33 |  |  |

**Section 6: Declaration**

I hereby request formal retirement from my position effective **31 March 2025**. I confirm that all company property will be returned, and I have no outstanding dues. I also request the processing of my pension and gratuity benefits as per company policy.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Date:** 15 October 2025

**Section 7: HR & Management Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Received By (HR Officer):** | Daniel Ross | **Date Received:** | 15 October 2025 |
| **Documents Verified:** | ☐ ID Proof ☐ Service Record ☐ Pension Account Proof ☐ Leave Record | | |
| **Retirement Approved By:** |  | **Approval Date:** |  |
| **Remarks:** |  | | |
|  | | |