**Retirement Notice Form**

**Employee Information**

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| **Full Name:** |  | **Employee ID:** |  |
| **Department:** |  | **Job Title:** |  |
| **Date of Hire:** |  | | |

**Retirement Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Intended Retirement Date: |  | Total Years of Service: |  |
| Reason for Retirement (if applicable): |  | | |

**Acknowledgment by Employee**  
I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), hereby give formal notice of my intent to retire from my position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (job title) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company name), effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (retirement date).

I confirm that I will cooperate in ensuring a smooth transition and completing any handover responsibilities before my retirement date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature:** |  | **Date:** |  |

**Employer Acknowledgment**  
We acknowledge receipt of the retirement notice from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name). We thank you for your dedicated service and contributions to the company.

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| **HR/Manager Name & Title:** |  |
| **Signature:** | **Date:** |