

RETIREMENT LETTER

To: _____

Employee Name: _____

Position: _____

Department: _____

Subject: Retirement Notification

Dear Sir/Madam,

This letter serves as formal notice of my retirement from my position as outlined above. I hereby tender my resignation effective immediately upon the completion of all required formalities and obligations. I have thoroughly considered my decision and intend to comply fully with all applicable laws and company policies governing retirement.

I confirm that I am eligible for retirement under the applicable provisions of Australian law, including compliance with the Superannuation Guarantee (Administration) Act 1992, Fair Work Act 2009, and any other relevant legislation. I understand that this retirement notification fulfills my obligations under my employment contract and relevant legislation.

I request that all my accrued entitlements, including but not limited to annual leave, long service leave, superannuation benefits, and any other applicable payments, be processed and paid in accordance with Australian employment laws and company policies.

I agree to complete all outstanding duties and assist in the handover process to ensure a smooth transition. I understand that any confidentiality or post-employment obligations as defined in my employment contract will continue to apply.

I acknowledge that this letter serves as a legally binding document and that the company reserves the right to take any necessary actions as required by law or company policy in relation to my retirement.

I would like to take this opportunity to thank the company and my colleagues for the support and experiences during my tenure. I look forward to maintaining a positive relationship moving forward.

Please confirm receipt of this retirement notification and advise on the next steps.

Sincerely,

Employee Signature

Printed Name:

EMPLOYEE SIGNATURE

HR REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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