

RETIREMENT LETTER TO EMPLOYER

Employer Name: _____

Employer Address: _____

City, Province, Postal Code: _____

Dear Sir/Madam,

I am writing to formally notify you of my decision to retire from my position at the company. This decision has been carefully considered and is made in accordance with the terms of my employment and applicable Canadian employment laws. I intend for my retirement to be effective immediately upon the acceptance of this letter by the company. I trust this notice provides adequate time to facilitate a smooth transition and complete any necessary arrangements.

Employment Details:

Employee Name: _____

Position/Title: _____

Department: _____

Employee ID (if applicable): _____

1. Retirement Effective Date

The retirement shall be effective as soon as the company acknowledges and accepts this letter. The Employee will cease all duties and responsibilities following this effective date.

2. Final Compensation

The Employer shall provide the Employee with all final payments owed, including salary, vacation pay, bonuses, and any other entitled benefits as required under Canadian employment standards and company policy.

3. Pension and Benefits

The Employee will be entitled to receive any pension benefits, retirement savings, and other benefits accrued in accordance with the applicable pension plans and benefit programs offered by the Employer.

4. Return of Company Property

The Employee agrees to return all company property, including but not limited to keys, access cards, electronic devices, and documents, prior to or on the effective retirement date.

5. Confidentiality and Non-Disclosure

The Employee acknowledges ongoing obligations to maintain confidentiality with respect to proprietary and sensitive information obtained during their employment, as outlined in any prior agreements and applicable laws.

6. Release and Waiver

Upon completion of the retirement process and final settlement, both parties agree to release and waive any claims against each other arising out of the employment relationship, except as provided by law.

7. Compliance with Applicable Law

This retirement letter and any related agreements shall be governed by and construed in accordance with the laws of Canada and the relevant provincial legislation.

8. Acknowledgement

The Employee acknowledges that they have had the opportunity to seek independent legal advice regarding this retirement and the terms herein.

9. Contact for Transition

The Employee will cooperate in the transition of duties and provide reasonable assistance as requested by the Employer during the retirement process.

10. Entire Agreement

This letter constitutes the entire agreement between the Employee and Employer with respect to the retirement and supersedes all prior understandings or agreements, whether written or oral.

Thank you for the opportunities and support provided during my employment. I wish the company continued success in the future.

Sincerely,

Employee Signature

Employer Representative Signature

Signature: _____

Signature: _____

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