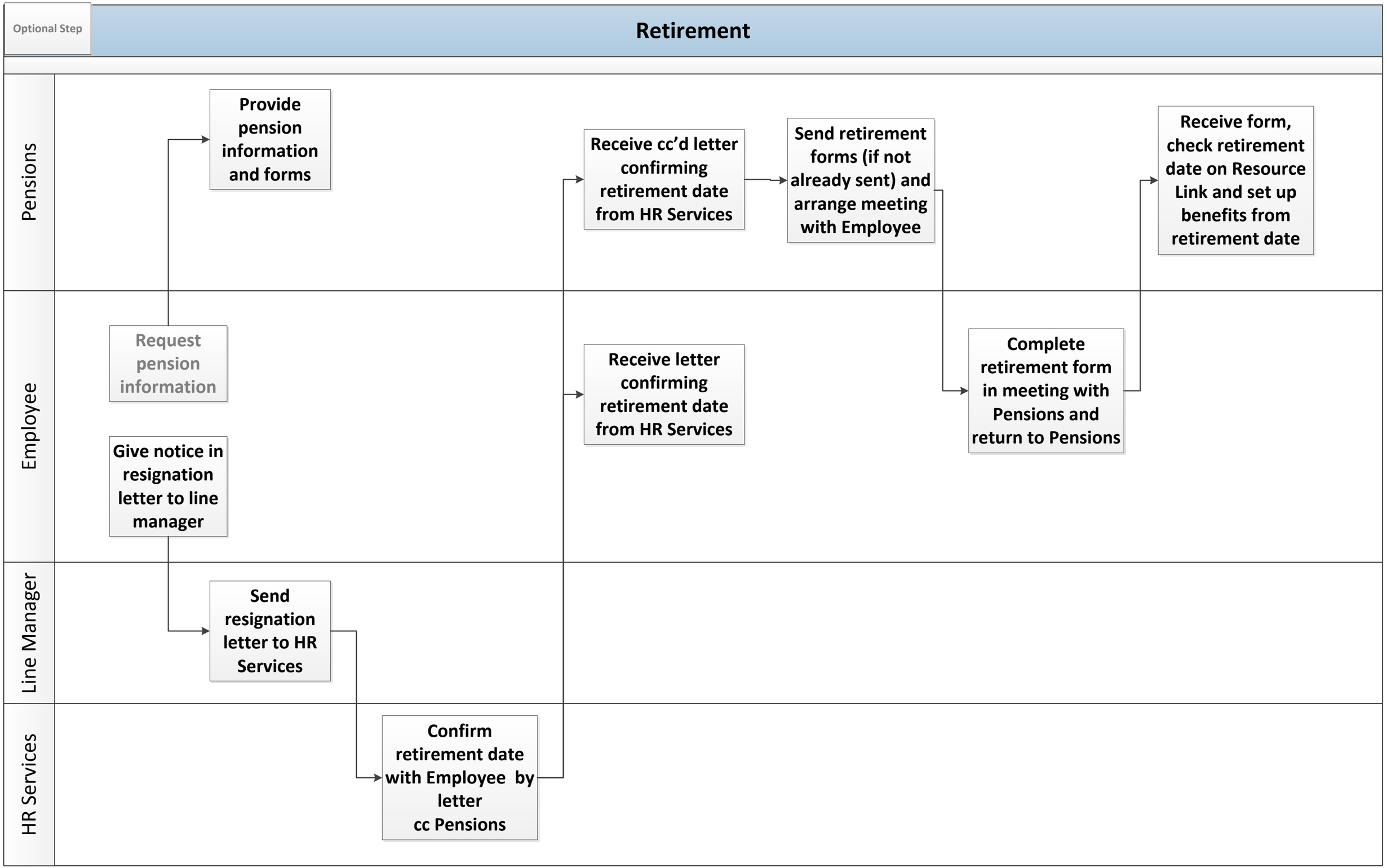
Optional Step
Retirement
Pensions
Employee
Line Manager
HR Services
Provide pension information and forms
Receive cc'd letter confirming retirement date from HR Services
Send retirement forms (if not already sent) and arrange meeting with Employee
Receive form, check retirement date on Resource Link and set up benefits from retirement date
Request pension information
Give notice in resignation letter to line manager
Receive letter confirming retirement date from HR Services
Complete retirement form in meeting with Pensions and return to Pensions
Send resignation letter to HR Services
Confirm retirement date with Employee by letter cc Pensions