

Liam O'Connor

Date: 14 July 2026
Our Reference: RPS/C771C957
Document Type: Letter

Dear Liam,

I am writing to provide you with a summary of the recent review regarding your upcoming retirement process. This letter aims to confirm the key points discussed and outline the next steps as we progress together.

Thank you for your ongoing cooperation as we plan this important transition.

On 22 January 2026, we conducted a review meeting concerning your retirement arrangements. The discussion focused on the progress made so far with your retirement plan, including any outstanding supplier handovers, health and safety sign-off responsibilities, and the timeline for your proposed phased reduction in working hours beginning 1 April 2026.

This review is part of our commitment to ensure a smooth and structured transition as you approach retirement.

At this stage, we have gathered useful information on your retirement plan, but further details are required to finalise the arrangements comprehensively.

We continue to assess and clarify key elements necessary to support your transition effectively.

We have scheduled a follow-up review on 5 February 2026 to continue our discussion and address any outstanding matters related to your retirement process.

Meanwhile, please feel free to share any additional information you consider relevant or to raise any questions you might have about the process.

We will also review the retirement process record and checklist to confirm they reflect all agreed facts and arrangements correctly.

Finally, we will confirm ownership of the retirement and handover arrangements to ensure accountability and clarity throughout the remaining period.

[Signatory Name]



LETTER DETAILS

Employee
Liam O'Connor

Role
Operations Manager

Case type
Retirement Process

Reference
HRA-C771C957



KEY DATES

Completed
14 July 2026

First review
22 January 2026

[Signatory Title]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer