

Age Retiral Process

01.

Employee advises Manager of intention to retire

Manager should inform ESC at ESC-PensionCorrespondence@northlan.gov.uk

02.

This must be 3 months prior to the retirement date

03.

Manager to complete the Employee Change - Terminations (Manager) Form

Employee will receive paperwork from the pension team to complete and return

04.

05.

Employee will receive a letter advising of termination date