

**DEPARTMENTAL LETTERHEAD**

Date:

Dear .....[enter name of officer]

**COMPULSORY EARLY RETIREMENT  
(Age 50 to 59)**

According to our records you reached the age of [enter officer's age] years on [enter officer's birthday]. In accordance with Section 56(2)(a) of the Public Service Management Act and the General Orders I am retiring you from the Public Service. Your retirement will take effect from the date on which you take delivery of your retirement benefits cheque, and you will be removed from payroll in the pay period in which you receive payment.

Officers in my Department will be calculating the entitlements due to you and, if you were a contributor, informing the POSF to cease your superannuation contributions.

Please ensure that you complete the Separation Authority Form for the Public Officers Superannuation Fund to allow you to claim for your superannuation benefits at retirement. You should also attach evidence of marriage and evidence of the dates of birth of your children if they are under 16. Marriage/Birth Certificates are the best evidence but if you do not have these, then a Statutory Declaration or Tax Declaration would be acceptable.

Do not hesitate to contact the Personnel Officer if you require assistance in completing this Form or in finding the necessary evidence of marriage or dates of birth of your children. Please return this form to me as soon as you have completed it.

I would like to take this opportunity to thank you for your contribution to the Public Service and to wish you well in your retirement.

**Secretary**