[Date]

[Executive Name]
[Home Address]
[City, State, Zip Code]

Re: Executive Retirement Transition Plan Agreement

Dear [Executive Name],

This letter sets forth the terms and conditions of your retirement transition plan from [Company Name] (the "Company"). This agreement is designed to ensure an orderly transfer of your responsibilities and a successful transition for the organization.

1. Retirement Date: Your official retirement from your position as [Job Title] will be effective on [Date] (the "Retirement Date").

2. Transition Period: From [Start Date] until the Retirement Date (the "Transition Period"), you will continue to serve in your current role while focusing on the transfer of institutional knowledge, client relationships, and ongoing projects to your successor or designated team members.

3. Compensation and Benefits: During the Transition Period, you will continue to receive your current base salary and remain eligible for standard company benefits. Following the Retirement Date, you will receive:

- [Details of Severance or Retirement Bonus, if applicable]
- [Details of Stock Option vesting or Accelerated Vesting, if applicable]
- [Details of COBRA or Health Benefit extensions]

4. Consulting Services: Following the Retirement Date, you agree to remain available for consulting on an as-needed basis for a period of [Number] months. Compensation for these services will be [Rate/Amount].

5. Confidentiality and Non-Compete: You reaffirm your commitment to the existing Non-Disclosure and Non-Compete agreements signed on [Date]. You agree to maintain the confidentiality of all proprietary company information indefinitely.

6. Release of Claims: In exchange for the benefits provided in this transition plan, you agree to sign a general release of claims in a form acceptable to the Company upon your Retirement Date.

7. Communication: The timing and content of the internal and external announcements regarding your retirement will be mutually agreed upon by you and the Company.

Please indicate your acceptance of these terms by signing and returning a copy of this letter by [Deadline Date].

Sincerely,

[Name of Board Chair or CEO]
[Title]
[Company Name]

Accepted and Agreed:

_____
[Executive Signature]

_____
[Date]