[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Retirement Transition Plan Agreement

Dear [Employee Name],

This letter outlines the formal agreement regarding your retirement from [Company Name] and the transition plan designed to ensure a smooth transfer of your responsibilities.

1. Retirement Date: Your official retirement date will be [Final Date of Employment].

2. Transition Period: The transition period will begin on [Start Date] and conclude on [End Date]. During this time, your primary focus will shift from daily operations to knowledge transfer and successor training.

3. Key Responsibilities: During the transition period, you agree to:

- Document all critical processes and workflows related to your role.
- Identify and mentor your designated successor, [Successor Name].
- Introduce the successor to key clients, stakeholders, and vendors.
- Complete or hand over all active projects as listed in the attached appendix.

4. Compensation and Benefits: Your current salary and benefits will remain in effect until [Date]. [Optional: Detail any transition bonuses, consulting fees, or retirement packages here].

5. Confidentiality: You remain bound by the confidentiality and non-disclosure agreements previously signed with [Company Name].

6. Ongoing Availability: [Optional: Following your retirement date, you agree to be available for [Number] hours of consulting per month via phone or email for a period of [Number] months.]

Please indicate your acceptance of this transition plan by signing below.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]

Acknowledgment and Acceptance:

I, [Employee Name], accept the terms of the Retirement Transition Plan as outlined above.

Signature: _____ Date: _____