

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Final Union Retirement Clearance

Dear [Employee Name],

This letter serves as official notification that the Human Resources department has completed the final clearance process regarding your retirement, effective [Retirement Date].

We have verified your records with [Union Name, Local #] and confirm the following:

- **Final Pay:** Your final paycheck, including all hours worked through your last day, will be issued on [Date].
- **Accrued Benefits:** Payout of [Number] hours of accrued vacation/sick leave has been processed in accordance with the Collective Bargaining Agreement.
- **Union Pension:** Your retirement status has been reported to the Union Pension Fund. Please contact the Fund Office directly at [Phone Number] to finalize your monthly annuity payments.
- **Health Benefits:** Your active employee health coverage will terminate on [Date]. Information regarding [COBRA/Retiree Medical Plan] is enclosed.
- **Company Property:** We acknowledge receipt of all company-issued equipment (keys, ID badge, tools, electronics).

We thank you for your [Number] years of dedicated service to [Company Name] and your contributions to the union membership. We wish you a healthy and rewarding retirement.

If you have questions regarding company-specific benefits, please contact the HR Department at [Phone Number]. For specific pension calculation questions, please contact your Union Representative.

Sincerely,

[Name]

[Title]

[Company Name]

cc: [Union Name, Local #]

Personnel File