

Post-Retirement Contract Renewal Form

Employee Details

Name		Employee ID	
Department		Retirement Date	
Contract Valid Till		Recommended Extension Till	

Department Recommendation(s)

Decision	<p>It is hereby confirmed that the employee is recommended for a one-year contract extension:</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
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Justification	
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Supervisor Name		Signature	
HOD Name		Signature	
HR Head	Ms. Wajiha Ally	Signature	

Date	Click or tap to enter a date.
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Important Notes:

1. If employee continues to work after the retirement age, the status of his/her employment will be changed from permanent to contractual.
2. The provident fund benefit will not be applicable after retirement and the balance will be settled in a month after the change of status.