

Pre-Retirement Evaluation & Employment Decision Form

Employee Details

Name		Employee ID	
Department		Retirement Date	

Department Recommendation(s)

Decision	It is hereby confirmed that employee is recommended for one year extension after the retirement: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Evaluation & Reason of the Decision	
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Supervisor Name		Signature	
HOD Name		Signature	
HR Head	Ms. Wajiha Ally	Signature	
Date	Click or tap to enter a date.		

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.