

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
-----------------	--

Evaluation & Reason of the Decision	
--	--

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 contract.
2. The provident fund benefit will not be applicable after retirement. Employees can choose to withdraw his/her existing balance of provident fund after retirement age.