

This is a sample document. Please make sure that your letter is printed on the official letterhead of the organisation responsible for writing this letter for you

Lump Sum on Retirement

To be completed by HEAR Applicant

RE: _____

HEAR Applicant CAO Number

To be completed by the Employer or Body Administering the Pension

_____ (NAME) ceased employment with this company on

_____ dd/mm/yyyy.

Lump Sum Payment

The above received €_____ as a lump sum on retirement in the year ending **31 December 2024**.

Number of Years in Employment

The above worked for _____ (Number of Years) in our employment.

Gross Annual Pension

The total gross annual pension for above is _____.

Signature of Employer/Body Administering Pension Date

COMPANY STAMP

