**Retirement Extension Letter Format**

From:

Amita Avasthi

HR Manager

KYK Technologies Pvt. Ltd.

New Delhi

Date: January 1st, 2020

To,

Arjun Sharma

54, Karol Bagh

New Delhi

Dear Mr. Sharma,

You have always been an asset to KYK Technologies Pvt. Ltd. In the association of 12 long years, you have served the company with utmost dedication and hard work. As you are aware that on completing the age of 65 years, employees are superannuated as per the Superannuation Policy of the Company. Since you are going to attain the age of 65 years as on January 25th, 2020 and you will be superannuated on February 1st, 2020. But because you are an inspiring and committed employee, the Company would appreciate if you could work with us for another year.

There are many projects going in which you have a significant role to play and we would love to have you with us until these projects get completed. But this is possible only if we mutually agree on it. We request you to kindly submit your consent in response to this letter with the HR Department so that we can take care of the proceedings.

Looking forward to hear from you.

Sincerely,

Amita Avasthi

HR Manager

KYK Technologies Pvt. Ltd.