**[insert agency letterhead]**

**[AGENCY HEAD]**

**[DEPARTMENT]**

**[ADDRESS]**

Dear **[AGENCY HEAD]**

I refer to your letter of **[DATE]** concerning retirement under section 37 of the Public Service Act 1999 and advise that the arrangements outlined therein are acceptable to me.

I understand that in accepting this offer of a payment as an incentive to retire I will become ineligible for engagement as an APS employee or as an SES employee for a period of **[XX]**weeks from the date of my retirement.

I will retire on **[DATE].**

Yours sincerely

**[SES NAME]**  
**[DATE]**