Name:

Address:

 **Re: Application for Ill-Health Retirement**

Dear <Name>,

I wish to acknowledge receipt of your application form to retire on the grounds of ill-health under the **insert relevant scheme name**. In that form, you have indicated that you have asked your treating physician to complete TMED 1 and forward it with appropriate reports to Medmarkour Occupational Health Service.

In order for your retirement application to be processed it is essential that your physician has forwarded the completed TMED 1 form and a doctor-to-doctor report that outlines diagnosis, treatment, and prognosis of your illness to Medmark at the address on TMED 1. Please confirm with your physician that this has been done as your application cannot be assessed until these documents have been submitted. Insert ETB name has no direct role in this process as medical information is treated confidentially.

Please note that insert ETB name administers the scheme in accordance with the process which the Minister for Education and Skills has determined will be applied in respect of such retirements. This process is outlined in the attached document, IHR info.

As outlined in the IHR info document, Medmark will contact you to arrange an appointment once TMED 1 has been received. The decision to approve or reject an application for ill-health retirement pension is made by insert ETB name in its role as pension scheme administrator. The decision is based on the recommendation of Medmark.

The Pension Section will notify you of the outcome of your application when the assessment process has been completed. It is expected that the IHR info document will address any queries you may have but if this is not so please do not hesitate to contact me.

Yours sincerely

**Pension Section**

**Email:**

**Phone No:**