Date:

Name:

Address:

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

Dear name

I refer to your application for ill-health retirement pension benefit under the **INSERT RELEVANT SCHEME NAME** Superannuation Scheme.

Xxx ETB has assessed your application and is satisfied that the terms of the pension scheme have been complied with in that you are incapable by reason of infirmity of mind or body of discharging your duties as a insert grade and that the infirmity is likely to be permanent. Accordingly, ill-health retirement pension benefit is approved.

The date on which you have been deemed to have retired is insert date.

**It is important to note that in accordance with the terms of the pension scheme staff members awarded ill-health retirement may not subsequently engage in any duties in any school or college or centre funded directly or indirectly by the ETB/ IOT or Department of Education & Skills. Where a full recovery is made, and the staff member wishes to return to duty, fresh medical evidence must be submitted for review by the ETB’s Occupational Health Service before the member can take up any appointment. This information is contained in the document IHR info which was provided to you at the outset and is available on the xx ETB’s website** [**www.XXXXXXXX.ie**](http://www.XXXXXXXX.ie) **(delete as appropriate)**

Your Principal/Head of Centre of your school will be informed of this decision. A further letter will issue to you shortly with details of your superannuation benefits.

If you have an AVC and wish to effect a transfer value (purchase additional service/pay for deductions), please respond immediately and no later than insert date (max 2 weeks). There is no facility to transfer an AVC once payment of lump sum has been made.

If you have any questions on this matter please do not hesitate to contact me.

Yours sincerely,

**Pension Section**

**Email:**

**Phone No:**