Name:

Address:

Date:

Ref:

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

Dear insert name,

I refer to your application for the award of superannuation benefits, on ill-health grounds, under the **INSERT RELEVANT SCHEME NAME** Superannuation Scheme 2015 and your appeal of the decision to refuse the application.

Name of ETB has assessed the appeal 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 now 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 awarded ill-health retirement may not subsequently engage in employment in any school/centre or college or centre funded directly or indirectly by the ETB/IOT or the Department of Education & Skills.**

**Where a full recovery is made, and the staff member wishes to return to employment, fresh medical evidence must be submitted for review by the 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 ETB’s website** [**www.XXXXXXX.ie**](http://www.XXXXXXX.ie). (amend as appropriate)

The Principal/Manager/Head of Centre (delete as appropriate)of your school/centre (delete as appropriate) will be informed of this decision.

A further letter will issue to you shortly with details of your superannuation entitlements.

AVC’s are provided by private companies. 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 (max 2 weeks). There is no facility to transfer an AVC once payment of lump sum has been made.

It is expected that the IHR info document, which was enclosed with the acknowledgement letter, will address any queries you may have but if this is not so please do not hesitate to contact me.

Yours sincerely,

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**Pensions Section**

**Email:**

**Telephone No:**