**BOARD RESOLUTION OF [YOUR COMPANY NAME] EMPLOYEE RETIREMENT APPROVAL**

**DATE PASSED:**

# EMPLOYEE RETIREMENT APPROVAL

WHEREAS the employee listed below has submitted a retirement letter, be it therefore,

RESOLVED that the retirement of the following employee, effective date as noted, is hereby accepted:

**Name Classification Area Effective Date**

[NAME] [POSITION] [DEPARTMENT] [DATE]

RESOLVED FURTHER that the officers of [YOUR COMPANY NAME] are, and each acting alone is, hereby authorised and directed to take such further action as may be essential, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified; and

We, the undersigned, hereby certify that the [YOUR COMPANY NAME] is comprised [NUMBER] members, of whom [NUMBER], constituting *a quo*rum, were present at a meeting duly and regularly called, noticed, convened and held this [DAY] day of [MONTH, YEAR], and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of [NUMBER] members, and opposed by [NUMBER] members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

[DIRECTOR]

[DIRECTOR]

[DIRECTOR]