

**LONG SERVICE CHEQUE ON RETIREMENT**

**To: Technical Accounts Department**

From: .....

Subject: Request for Long Service Cheque on Retirement

Please issue a cheque for £ .....\* made payable to  
(insert name of the retailer).....

In respect of the retirement of Mr/Mrs/Miss/Ms/Dr (insert name of employee)  
.....

On (insert retirement date) ..... after .....  
(insert number of years) ..... Years of service with Salisbury NHS  
Foundation Trust.

Please forward the cheque to me by (insert date) .....

Signed ..... Date .....

\*NB The amount payable for each year's service is currently £5.00 per annum.  
However, this may be revised at the discretion of the Trustees.