Retired Advisor Follow Up Process

This is a list of pre and post-retirement client-facing and administrative activities you may want to implement when an Advisor on your team retires.

Prior to this, there is an assumption the Client Realignment Process is well under way and the pending retirement is common knowledge with clients.

Pre-Retirement

- **3 Months Prior**
- Send a Positive & Lighthearted Announcement about the Upcoming Retirement via Mail/Email to all clients

- **2 Months Prior**
- Positively discuss Retirement in Calls, Emails & Newsletters as and where appropriate

- **1 Month Prior**
- Retiring Advisor calls all top clients to thank them and reinforce they are in good hands

- **2 Weeks Prior**
- Retirement Celebration Party with Advisory Team and/or Top Clients

- **1 Week Prior**
- Retiring Advisor sends hand-written cards to top clients

- **RETIREMENT IS OFFICIAL!**

Post- Retirement

- **Immediately**
- Retiring Advisor's email address forwarded automatically to New Advisor
- Statements updated with Advisor Name

- **Within 1 Week of Retirement**
  - Send Retirement Announcement to all clients
  - Celebrate & Congratulate the Retiring Advisor on LinkedIn

- **Within 2 Weeks of Retirement**
- Website Updates
- Introduction Kit Updates
- Newsletter Updates
- Distribution List Updates

- **Within 3 Weeks of Retirement**
- New Advisor calls top clients