

Notice of Intent to Retire

Employee Name: _____ Employee ID: _____

Department: _____ Bargaining Unit: _____

I will be retiring on _____ [last day at work, no later than June 30, 2010 for Fiscal Year Appointments or August 31, 2010 for Academic Year Appointments]. Please consider this my official notice of intent to retire and application for the special retirement incentive. This form must be received by the Human Resources office by January 4, 2010 (or February 15, 2010 for Police unit members or April 15, 2010 for Faculty).

Employee Signature

Date

Supervisor Signature

Date