

Personnel

Series 400

Policy Title: Application for Retirement

Code No. 407.3-E1

Page 1 of 1

To Whom It May Concern,

This letter shall serve as notification that I, \_\_\_\_\_, am retiring from my  
*(full name)*

position as a \_\_\_\_\_ at \_\_\_\_\_,  
*(position)* *(location)*

effective \_\_\_\_\_.  
*(date)*

Sincerely,

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Witness (OTHER THAN THE PRINCIPAL OR SUPERINTENDENT)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date