

Dear Office of Human Resources,

I \_\_\_\_\_ am resigning for the purpose of retirement effective  
\_\_\_\_\_.

My last day of work will be \_\_\_\_\_.

I acknowledge that this intent to resign for retirement purpose and the effective date cannot be rescinded or changed.

\_\_\_\_\_  
Employee Signature  
(Please print and physically sign)

\_\_\_\_\_  
Date