

RESIGNATION AND RETIREMENT LETTER

September 3, 2008

PERSONALLY DELIVERED

[name of employer]
[address of employer]
ATTENTION: _____

Dear Sirs:

Please be advised that
My resignation will
effective the ____ day

[Name of Employer].
My retirement will be

I understand that upon
entered into a binding
the above stated date

[Name of Employer], I have
agreed to the above stated date of retirement and to retire on

Yours truly,

[NAME OF EMPLOYEE]

The foregoing letter of
day of _____

has been accepted this ____

[NAME OF EMPLOYEE]

By: _____
[name & title]

If you are a classified or managerial employee, please indicate how you wish to be paid for unused vacation in your last pay check or retirement check.

paid for unused vacation in

Example: If you are a classified or managerial employee, you may wish to be paid for the 60 hours in your last pay check or retirement check after your last day of work. If you are a faculty employee and have chosen option # 2, your PERS retirement check will be paid for the 60 hours in your last pay check or retirement check after your last day of work.

on or before June 30 and be paid for the 60 hours in your last pay check or retirement check after your last day of work. If you are a faculty employee and have chosen option # 2, your PERS retirement check will be paid for the 60 hours in your last pay check or retirement check after your last day of work. Under

If you are a faculty employee, please indicate how you wish to be paid for unused vacation in your last pay check or retirement check.

make clear whether you are