

Part-time Teaching and Non-Teaching Faculty
Intent to Retire and Terminate Employment with

Date: _____

To: Human Resources

Re: Letter of Intent to Retire

Name: _____ Employee #: _____ Position: _____

This is to notify you of my intent to retire and terminate my employment with
, effective: _____

My last day worked will be: _____

My retirement date will be: _____

This date MUST be after your last day worked with the district

For questions regarding your retirement benefits, please contact your respective retirement system:

APPLE: (800) 634-1178, <https://mymidamerica.com/employers/retirement-plan-solutions/apple-plan/>

CalSTRS: (800) 228-5453, www.calstrs.com

Name: _____ Signature: _____

cc: Supervisor: _____

