

Academic Confirmation of Retirement

Date

Dean, Principal or University Librarian

I am writing to confirm my retirement from the University effective _____
(this should read either January 1 or July 1). This notice provides the minimum nine months
notice.

I understand if I am retiring between age 60 and my normal retirement date I may be eligible
for financial assistance. I further understand if I have not provided the minimum nine months
notice the financial assistance will be adjusted accordingly.

Sincerely,

Professor/Dr.

c. Vice-President Academic & Provost
Employee Relations
Pension & Benefits Office