Employee Retirement Letter
(May be sent via email)

Date

Employer Contact Information:
University of Cincinnati
Department
Address
City, State, Zip Code

Salutation:
Dear Dr./Mr/Ms. Last Name,

I am writing to inform you that I am retiring from my position as <Position Title> effective <date>. In compliance with Board Rule 30-28-01 (HR Policy 12.02), I have applied for retirement and have been approved by <Retirement System>. My last day working at the University of Cincinnati is <date>.

Thank you for the opportunity to work at the University of Cincinnati and if I can be of any assistance during this transition, please let me know.

Respectfully yours,

<Employee's Signature>

Typed Signature

cc. Human Resources

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