

Notice of Intent to Retire

Section 1

Surname	First Name	Middle Name
ID Number	Department	

This form shall be used to provide your official written notice of Retirement or intention to retire. Please complete all sections and forward to your Departmental Chair/ Dean or Supervisor for signature. Upon completion please send to Human Resources.

Section 2

I hereby elect to retire from the University of Prince Edward Island, effective _____. When the notice period is within 6 months prior to retirement, your LTD premiums will cease to be deducted.

Signature of Retiring Employee

Date

Signature of Departmental Chair/ Dean or Supervisor

Date

c. Payroll