

Sample Letter "A"

MEMORANDUM

To: Office of Human Resources

Subject: Non-Binding Notice of Interest in Part A of the 2010 Early Retirement Incentive Program **FOR EMPLOYEES IN CLASSIFIED SERVICE**

I hereby express interest in Part A of the 2010 retirement incentive. Further, I understand that if I am in a position which is targeted, and I wish to retire with the incentive, I **must** arrange to retire between **August 30, 2010 and September 30, 2010 (This means the last date I can retire is at the close of business on September 29, 2010 resulting in an official retirement date of September 30, 2010).**

(NAME - PLEASE PRINT)

(TITLE)

(SIGNATURE)

(DATE)

This form **MUST** be returned to the Office of Human Resources, 208 Netzer Administration Building **NO LATER THAN CLOSE OF BUSINESS AUGUST 13, 2010.**