

Retirement Letter

**NOTE : This notice should be submitted after you have notified
Division of Pensions of your intent to retire.**

Today's Date ____/____/____

To : Kathleen Smallwood-Johnson, Esq.
Executive Director of Human Resources

This letter is to inform you that after ____ years of service to the
Trenton Board of Education, I am retiring from my current
position of _____ at
_____, effective ____/____/____.
(work location)

Sincerely,

(print name)

(signature)