

SAMPLE LETTER FOR TEACHERS, CLERKS, AND AIDES

NOTIFICATION OF INTENT TO RETIRE

Your Name
Address
City/State/Zip Code

Date

Dr. Anne W. Miller
Executive Director
Human Resource Services
Newark Public Schools
2 Cedar Street
Newark, N.J. 07102

Dear Dr. Miller:

Please accept this letter as my official notification of my intent to retire effective **(date)**. I shall forward to your office, immediately upon receipt, any correspondence from **(Teachers Pension Annuity Fund (TPAF) or Public Employee Retirement System (PERS) ~ PICK ONE)**.

I am also requesting that your office complete and submit a Certification of Service and Final Salary form to the Division of Pensions and Benefits. Please send me a copy of this completed form for my records.

Thank you for your consideration of my request. Should you need any additional information, please contact me.

Very truly yours,

Your Name
Social Security Number
Position

Cc: Dr. Clifford Janey, State District Superintendent – Newark Public Schools
Newark Teachers Union, Local 481
(Your Immediate Supervisor)