



RESIGNATION – RETIREMENT LETTER

Your name (please print): _____

Your Employee Number _____

Please accept this letter as the official notification of my:

(Check one)

Resignation

Retirement - I am applying for PERA retirement benefits.

(Contact PERA - 1-800-759-7372, www.copera.org; there are also PERA forms to complete)

Retirement with 110 request - I am applying for PERA retirement benefits and am requesting to work after retirement for one additional school year.

(Contact PERA - 1-800-759-7372, www.copera.org; there are also PERA forms to complete)

Effective Date (this is my last date of employment): _____

Your Signature: _____ Date: _____

Your Supervisor's Signature (required only if requesting the 110):

_____ Date: _____

Please add any additional information that you would like to include (optional):

Optional: If retiring through PERA, please attach the blank Final Six Months' Salary Report to this form, if you have it.