



Cornell University

Division of Human Resources
HR Services and Transitions Center

June 26, 2020

Dear Cornell employee,

As recently announced, Cornell University is offering a Voluntary Retirement Incentive ("VRI") program to eligible faculty and staff. Please find, enclosed with this cover letter, four documents regarding the program, including an application to apply. We encourage you to review these documents carefully.

- Document #1:** Provides an overview of the VRI program, including eligibility criteria, exclusions, and key features of the program.
- Document #2:** Includes instructions for the application and the actual application.
- Document #3:** Includes instructions for the release of claims that you will be asked to sign if you decide to apply for the program and Cornell accepts your application.
- Document #4:** Includes a chart outlining the key features of the program and a list of frequently asked questions, as well as a listing of Group Zoom presentations and contact information for various retirement plan providers.

As you consider this program, you may wish to review Cornell's benefits in retirement. The "*Retirement and Beyond*" booklet explains the programs and plans available to Cornell retirees. The links for both the Endowed Retirement and Beyond booklet and the Contract College Retirement and Beyond booklet can be found here: <https://hr.cornell.edu/retirees/benefits>

If you still have questions about Cornell's benefits in retirement after you review the relevant booklet, please call the HR Services and Transitions Center at 607-255-3936 or contact them at hrservices@cornell.edu.

If you wish to apply for the VRI program, please sign the application form (Document #2) and return it to the HR Services and Transitions Center, either via email attachment to hrservices@cornell.edu, or via US Postal Service, to HR Services and Transitions Center, 395 Pine Tree Road, Suite 110, Ithaca, NY 14850. Emails must be sent before 11:59 pm on July 24, 2020. Mailed forms must be postmarked no later than July 24, 2020.

Sincerely,

A handwritten signature in black ink that reads "Gordon L. Barger".

Gordon L. Barger, Sr. Director, Benefit Services and Administration