



RETIREMENT LETTER

(Endowed Employees)

Date _____, 20____

To: Direct Supervisor (*Print Supervisor's Name*) _____

In Department (*Print Name of Department*) _____

_____ (*Give Original Letter to Supervisor*)

Dear Supervisor;

I am resigning for purposes of retirement from Cornell University. My last day on the payroll will be _____ . My retirement date will be _____ , the calendar day after my last day on payroll.

Sincerely,

Retiring employee's signature _____

Print Retiring employee's name: _____

Retiring employee's Cornell ID or Social Security Number _____

Print Department Human Resource Representative's name below and give them a copy:
