



**Cornell University**  
Division of Human Resources

**HR Services & Transitions Center**  
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## **21 DAY RETIREMENT LETTER**

### **(Contract College 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:

\_\_\_\_\_

Please provide additional copy to:

HR Services & Transitions Center, East Hill Office Building., Suite 102, 395 Pine Tree Rd., Ithaca, NY 14850