



Building Bridges to the Future

SAMPLE

Notice of Retirement or Resignation

Dear _____ :

_____ This letter is to inform the Riverview School District that I am **resigning** from my position with the District effective on the date indicated below.

_____ This letter is to inform the Riverview School District that I am resigning from my position with the District effective on the date indicated below. **I will be applying for retirement as indicated below.**

Please print below:

Complete Name (as shown on payroll records): _____

Position / Assignment: _____

Location: _____

My last work day is: _____

AND/OR

My official retirement date is: _____

(you may want to talk with DRS before committing to a date here)

My mailing address for future correspondence is:

Other comments: _____

Name: _____

Signature: _____

Date: _____