

# Retirement Letter

NOTE: This notice should be submitted after you have notified Division of Pensions of your intent to retire.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To: The Office of Human Resources

This letter is to inform you that after \_\_\_\_\_ years of service to the Trenton Board of Education. I am retiring from my current position of

\_\_\_\_\_ at

\_\_\_\_\_, effective \_\_\_\_/\_\_\_\_/\_\_\_\_

(work location)

My last day of employment will be on \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

(print name)

\_\_\_\_\_

(signature)

\*\*Please email your completed form to [hr@trenton.k12.nj.us](mailto:hr@trenton.k12.nj.us).