



Regional School District 13 Intent to Retire

Submit this form to Organizational Development office.

Date _____

Regional School District 13
Attn: Ashley Hillier, Organizational Development Office
135A Picket Lane, P.O. Box 190
Durham, CT 06422

Union Employee Intent to Retire

Non-union Employee Intent to Retire

Dear Ashley:

I, _____,
(first and last name)

intend to retire from Regional School District 13 with my last work day as _____
(date)

at _____ from my position as _____ .
(work location) (specific job title)

Employee's Signature

Date

Prior to submitting this letter to The Organizational Development Office, your principal (for school sites), director (for central office) or supervisor must sign.

Principal/Director/Supervisor Signature

Date

cc.
Dr. Kathryn Veronesi, Superintendent
Maryellen Manning, Director of Organizational Development