



**Regional School District 13
Intent to Retire**

Submit this form to the Human Resources office

Date _____

Regional School District 13
Attn: Ashley Hillier, Human Resources
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 Human Resources office, your principal (for school sites), director (for central office) or supervisor must sign.

Principal/Director/Supervisor Signature

Date

Human Resources

Date