

*Reference this document for important information on how to write your retirement letter.*

Address the retirement letter to your supervisor and submit a copy, signed by your supervisor, with your signed Separation Agreement, and FSA and Earned Leave Options form to Human Resources.

**Note the Following When Writing Your Retirement Letter:**

- Retirement Date means the day *after* your last day employed
- Last Day Employed means last day in pay status and refers to the Termination Date on the ETF Retirement Application; for an immediate annuity distribution the Last Day Employed and the ETF Termination Date need to be the same
- Last Day Physically Working means the last day you will be conducting physical work for the campus

**Acknowledgement:**

I understand

- I am required to provide my supervisor with a retirement letter and a copy of the letter, signed by my supervisor, must be submitted as part of the VRIOP packet to Human Resources.
- I must work with my supervisor regarding my work schedule up through my last day employed.
- My supervisor must sign my retirement letter approving any leave usage prior to my retirement date.
- The retirement letter should include a statement indicating I am participating in the VRIOP program.

**Example Retirement Letter Verbiage:**

**Example 1:** Physically working up to retirement date

Last day in pay status (employed) = 12/01/2023

**Suggested Verbiage:**

I plan to retire through the VRIOP effective December 2, 2023. My last day employed will be December 1, 2023. I will receive a payout of all unused earned leave.

**Example 2:** Request to use leave prior to last day employed

Last day in pay status (employed) = 12/01/2023

Preferred last physical day working = 11/17/2023

**Suggested Verbiage:**

I plan to retire through the VRIOP effective December 2, 2023. My last physical day working will be November 17, 2023. With signed approval from my supervisor, I will use my earned leave to remain in pay status through my last day employed of December 1, 2023.

**Example 3:** Request intermittent leave usage prior to last day employed

Last day in pay status (employed) = January 5, 2024

**Suggested Verbiage:**

I plan to retire through the VRIOP effective January 6, 2024. With signed supervisor approval, I will use my earned leave intermittently up through my last day employed of January 5, 2024.