



RETIREMENT NOTIFICATION

(please print clearly)

Employee Name: _____ **Employee ID #:** _____

Mailing Address: _____

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To: Superintendent/Supervisor: _____
(location)

This is to inform you that I wish to retire from my position as a: _____

Work Location: _____

My **last day employed** will be: _____

My **retirement day** will be: _____
(date following `last day employed`)

Note: I request that all documents and monies owing will be forwarded to the address shown unless requested otherwise in writing. I realize that I must also notify all concerned of any future change in my address.

I hereby also make application for any monies which may become payable to me as a result of any upward revision in pay rates approved subsequent to my separation from the service.

Signature of employee _____
Date

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TO BE COMPLETED BY SUPERINTENDENT / SUPERVISOR

Retirement Certificate to be sent to: employee's mailing address above
OR
Canada Post Corporation *(complete below)*

Superintendent/Supervisor name: _____

Mailing Address: _____

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