



KANSAS STATE UNIVERSITY
Manhattan, Kansas 66506

NOTIFICATION OF RETIREMENT

Date _____

TO: _____

Department of _____

FROM: _____

(Employee Name – Printed)

SUBJECT: Retirement Date Announcement

This is to inform you that I will retire from my position at Kansas State University.

My last day on the payroll will be _____.

(Employee Signature)

Acknowledgments and Acceptance:

Supervisor _____

Date _____

Department Head _____

Date _____

Department Personnel Specialist:

Provide a completed copy of this form to the Employee.

Submit the original of this form with the PER-39.