

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 _____

Received and acknowledged this _____ day of _____, 20_____

Division of Human Resources

Distribution: 1) Division of Human Resources 2) Employee 3) Department