

Notice of Intention: To Retire

1. This form should be used if you intend to retire at or beyond your Normal Retirement Date (NRD: June 30th of the year in which you turn 65).
2. A signed notice of intention to retire must be submitted to your Unit Head one year in advance of the proposed commencement date (which should be July 1 or January 1).
3. You will have one month from the date by which you notify your Unit Head to revoke your intention to retire provided 12 months advance notice has been given.

A. PERSONNEL INFORMATION

Name

Personnel Number

Faculty

Department/Division

Normal Retirement Date (30th June of year in which you turn 65)

Date of Birth

B. NOTICE OF INTENTION TO RETIRE

1. I wish to retire beginning
2. I understand that this notice can only be revoked by giving my Unit Head written notice within one month of the date I gave notice of intention to retire to my Unit Head.
3. My date of notice of intention to retire is
4. If I do not revoke my notice of intention to retire within the one month period the above retirement date becomes irrevocable.
5. If eligible, I wish to be appointed to rank of Emeritus/Emerita in accordance with the Policy on Emeritus/Emerita Status. I understand that eligibility will be confirmed by the Office of the Vice-President & Provost.
No Yes If "Yes", my title will be _____

Applicant's Signature _____

Date _____

C. ACCEPTANCE

I hereby accept your notice to retire on

Unit Head's Signature _____

Date _____

D. FOR INFORMATION

Dean's Signature _____

Date _____

Provost's Signature _____

Date _____

E. INFORMATION SHARING

1. The Academic Retiree Centre at the University of Toronto will be provided with your institutional email address. If you do NOT want your institutional email address provided to the Academic Retiree Centre, please check here.
2. The University of Toronto Faculty Association (UTFA) will be notified that you have given notice of your intent to retire. If you do NOT want UTFA to be notified that you have given notice of intent to retire, please check here.
3. The Retired Academics and Librarians at the University of Toronto (RALUT) will be provided with your institutional email address. If you do NOT want your institutional email address provided to RALUT, please check here.