

Revocation of Notice of Intent to Retire

1. A signed revocation of notice of intent to retire must be received by your Unit Head within one month of the date you notified your Unit Head of your intent to retire.
2. Notices of intention to retire which are accepted with less than 12 months notice of such intention are irrevocable.

A. PERSONNEL INFORMATION

Name:

Personnel Number:

Faculty:

Department/Division:

Date of Birth: (yyyy/mm/dd)

I gave notice of my intent to retire to my Unit Head on:

(yyyy/mm/dd)

B. REVOCATION OF NOTICE OF INTENT TO RETIRE AT:

1. Normal Retirement Date
2. Unreduced Early Retirement
3. Phased Retirement Program

I hereby revoke my notice of intention to retire on

(yyyy/mm/dd)

Applicant's Signature: _____

Date: _____

(yyyy/mm/dd)

C. ACCEPTANCE

I hereby accept the revocation of your notice to retire.

Unit Head's Signature: _____

Date: _____

(yyyy/mm/dd)

D. FOR INFORMATION

Dean's Signature: _____

Date: _____

Provost's Signature: _____

Date: _____

(yyyy/mm/dd)