

# Planning to Retire in 2018?

If you are planning to retire from Wayne State University on or before September 30, 2018, you will need to submit a letter of notification to your Supervisor and the department of Benefits & Wellness indicating your date of retirement. This letter should be submitted at least two weeks prior to your date of retirement.

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**If you submit your letter to Benefits & Wellness by February 14, 2018, you will be included in this year's Employee Recognition Program.**

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*Please send a copy of your signed letter to Benefits & Wellness in 3638 AAB or submit via email to [askhr@wayne.edu](mailto:askhr@wayne.edu).*

For additional information regarding the retirement process or to determine if you are eligible for retirement, please visit <http://hr.wayne.edu/tcw/retiring/index.php> or call 313-577-3000.



WAYNE STATE UNIVERSITY