



Today's Date:

Dear

This letter is to inform you of my intentions to retire. My last day of employment at Wayne State University will be . My retirement date will be the next calendar day.

I am aware that as a WSU retiree I may take advantage of retiree benefits as outlined on the Human Resources website <https://hr.wayne.edu/tcw/retiring>. I also understand that continuation of medical, dental and vision benefits under COBRA or enrollment in retiree medical, dental and vision benefits will require timely submission of enrollment forms as outlined on the website.

I understand that as a WSU retiree I will have access to my WSU e-mail account. WSU will communicate with me after my retirement date via my WSU e-mail account, current mailing address and/or current phone number on file. I will update WSU with my mailing address and/or phone number if it changes.

Sincerely,

Banner ID:

WSU E-mail:

Instructions: Submit a copy of this letter to your supervisor or department chair and to Human Resources (E-mail: askhr@wayne.edu). Be sure to include this PDF as an attachment on the e-mail to Human Resources.