

<Date>

TO: Sacha Bunge, Dean

Office of Faculty Affairs and Professional Development

VIA: **<Dean>**

< College>

<Department Chair>

<Department>

FROM: **<Faculty Name>, <Title>**

<Department>

This is to inform you of my election to participate in the Faculty Early Retirement Program (FERP).

The effective date of my retirement is **<Month/Day/Year>**.

I wish to teach in the **<Semester>**.

The fraction of time in my assignment in the year prior to retirement was

< Part time(Indicate time base) or Full time>.

I request a carryover of **<Number of hours>** of sick leave into FERP.

CC: Payroll, Benefits and Retirement Services Unit, Human Resources Department