

**<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