



Today's Date:

Dear

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

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.

Sincerely,

Address:

Phone Number:

Banner ID:

WSU E-mail:

Preferred 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 to the e-mail.