



## Maury County Public Schools RETIREMENT LETTER

Employee Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Classified ☐ Licensed ☐

Work Location: \_\_\_\_\_

Position(s): \_\_\_\_\_

Personal Mailing Address: \_\_\_\_\_  
Street City State Zip

I, \_\_\_\_\_ (Print Name), hereby certify that I submit my **RETIREMENT**  
with Maury County Public Schools (MCPS).

Effective Retirement Date: \_\_\_\_\_ (mm/dd/yyyy)

*Example: If your last day at work is 1/31/2022, then your Effective Retirement Date is 2/1/2022.*

Years of Service (with MCPS): \_\_\_\_\_

Years of Service (with TCRS): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email this completed form to Melinda Guettner [mguettner@mauryk12.org](mailto:mguettner@mauryk12.org)**  
in the Human Resources Department. Phone: 931-388-8403, ext. 8120

**After you have completed and sent this form to Melinda, you must next Apply  
for Retirement at <https://treasury.tn.gov/Retirement/Information-and-Resources/Apply-for-Retirement-Online>**