

President

University of Pennsylvania

Re: Retirement

Dear President \_\_\_\_\_,

I am writing to notify you of my retirement pursuant to the terms of the Phased Retirement Side Letter negotiated between APSCUF and PASSHE. I am retiring effective \_\_\_\_\_.

Pursuant to the terms of the approved Arrangement dated \_\_\_\_\_, and attached to this letter, I understand:

1. That the decision to retire is solely my decision; and that the decision to retire is irrevocable once accepted by you or your designee; and,
2. That I am required to continue to perform the duties of my employment during the term of the approved Arrangement; and,
3. That I can accelerate my retirement date in accordance with the terms of the Phased Retirement Agreement noted above upon notification, in writing, to you;

Sincerely,

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Printed Faculty Member Name

Retirement Accepted by:

\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Date

c: University Human Resources Director  
Local APSCUF  
State APSCUF  
Appropriate Manager

Enclosure – Approved Phased Retirement Application