

# NOTICE OF INTENT TO RETIRE/RESIGN

To aid in the process of properly preparing for your retirement or resignation from the district please complete this form and submit to the office of Human Resources at [HumanResources@cr.k12.ia.us](mailto:HumanResources@cr.k12.ia.us)

## Employee Information

Name:

Preferred Phone Number:

Preferred email:

Time clock #:

Building/location:

## Intent

**I intend to (check one)**

- Retire
- Resign

NOTE – If you are age 55 and have a minimum of 5 years of continuous service, you may be eligible for certain benefits under the Voluntary Retirement Incentive Program. Contact the Benefits Department at 558-CRHR (2747), option 2 about any benefit for which you may be eligible.

**Date of retirement/resignation:**

**Reason for retirement/resignation:**

Employee signature

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Signature

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Date

**For office use only:**

Date Received \_\_\_\_\_ - Source -----

Board approved \_\_\_\_\_