



Sample

COLLEGE OF XXXXXXXXX
Department of XXXXXXXXX

Date

To: Department Head

I am writing to request approval for an Advanced Retirement Declaration (ARD). I will begin my ARD effective August 1st 2017, to retire no later than July 31st 2019. During my ARD I will continue to perform my current duties.

I understand that the duration of my Advanced Retirement Declaration cannot be lengthened beyond the period specified above but may be shortened by mutual agreement.

Your favorable consideration of this request would be greatly appreciated.

Please contact me if you need additional information.

Signed:

Faculty/Staff Member

Date

Approval Recommended:

Supervisor/Department Head Title

Date