

From: _____
Date: _____
Re: Retirement

I am retiring from my position as _____

Work Location _____

My **last** day of employment with BUSD will be _____

My **first** day of retirement will be _____

Signature _____

<p><u>ACCEPTED:</u></p> <p>Date _____</p> <p>_____ Assistant Superintendent HRD</p>
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cc: Supervisor/Principal
Personnel File