

Instructions for Completing Your Letter of Retirement

Your letter must be accurately completed, signed and received by the University at Buffalo prior to your date of retirement.

The language of the letter cannot be altered or it will not be considered valid.

Your date of retirement is always considered beginning of business. Your date of retirement is the date immediately following your last day you are on the payroll.

Example: If your last day is Friday, March 30th, your date of retirement is Saturday, March 31st.

Letters filed with Human Resources are considered filed with the University at Buffalo. Once submitted, your letter is irrevocable as indicated in the language of the letter.

You must file your letter with Human Resources in order to coordinate the completion of benefits paperwork prior to retirement.

Section to Complete	How to Complete
To	Address the letter to your immediate supervisor and/or any individuals you feel appropriate to notify.
From	Complete your full legal name
Date	Date of your letter
Effective date of retirement	Beginning of business date of retirement/day immediately following your last day on payroll
Last day on payroll	The last day you are paid and/or on NYS payroll with UB
Signature	Electronic or typed signatures will not be accepted

MEMORANDUM

TO: _____
FROM: _____
DATE: _____
SUBJECT: Notice of Retirement

Please be advised that I am submitting my irrevocable resignation for purposes of retirement from the University at Buffalo effective _____ , beginning of business.

My last day on payroll will be _____

Signature

CC: UB Benefits Department
Official Personnel File