

DAN SHELTON, ED.D.
Superintendent

TIRZHA BROWN
Supervisor, Payroll & Benefits

MEMORANDUM

Today: _____

To: Paul Walmsley, Director of Human Resources
Ledonnis Hernandez, Supervisor of Human Resources

From: _____

Employee Id #: _____

Re: NOTICE OF INTENT TO RETIRE

This letter officially informs you and the Christina School District that I intend to retire from my position as a _____, effective _____.

I want to thank you for the opportunity you have provided me.

Please use the following information for my retirement application:

Address: _____

Home/Cell Phone: _____

Home Email Address: _____

Thank you,

(Employee Signature)