

Together, Educating Every Student for Excellence

**CHRISTINA SCHOOL DISTRICT** 

Administrative Offices 1899 S. College Avenue Newark, Delaware 19702 **Payroll and Benefits** 

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DAN SHELTON, ED.D.

Superintendent

**TIRZHA BROWN** 

Supervisor, Payroll & Benefits

## **MEMORANDUM**

Today:	
То:	Paul Walmsley, Director of Human Resources Ledonnis Hernandez, Supervisor of Human Resources
From:	
Employe	e ld #:
Re:	NOTICE OF INTENT TO RETIRE
	er officially informs you and the Christina School District that I intend to retire from my as a
I want to	thank you for the opportunity you have provided me.
Please us	se the following information for my retirement application:
А	ddress:
Н	ome/Cell Phone:
Н	ome Email Address:
Thank yo	u,
	(Employee Signature)

CHRISTINAK12.ORG