

NOTICE OF RETIREMENT

More information on the various options pertaining to your retirement benefit is available by clicking on the following link: [Guide-to-Retirement-Process](#)

A. TYPE OF RETIREMENT (please tick the appropriate box)

Normal retirement

Early retirement

B. PERSONAL DETAILS

Employee Number Last working day.....

Department Title.....

Name..... Surname.....

Date of birth ID/passport number

Telephone number (h) Cell phone number

Telephone number (w) Email address

C. RETURNING UNIVERSITY PROPERTY

Any of the following items in my possession will be returned to the relevant divisional/departmental head before my retirement:

Keys

Clothing, such as uniforms

Identification card/access permit

Any other university property

Arrangements have been/are being made for the above items to be returned before my last day of employment.

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DATE

.....
SIGNATURE

D. DIVISIONAL HEAD / DEPARTMENTAL CHAIRPERSON

Comments

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DATE

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SIGNATURE