***Memorandum***

(Professional Services)

Note: For academics, please contact your respective Dean/University Librarian office directly.

**Date:**

**Department:**

**Re:** Notice of Retirement

This is a notice of my retirement effective <<Date>>.

*<<Optional additional information>>*

Employee (print name) & ID (signature) (date)

Manager/Chair/Director (signature) (date)

 (print name)

Cc**:** Assistant Vice-President of Human Resources (humanresources@carleton.ca)