



Human Resources  
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[www.carleton.ca/hr](http://www.carleton.ca/hr)

# Notice of Retirement

**\*Once this form is completed and submitted to Human Resources the Date of Retirement cannot be changed.**

Date:	
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## Employee Information

Carleton ID:			
First Name:		Last Name:	
Department:			

## Work Details

Retirement Date:	
Last Working Day:	

## Additional Information

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	(Signature)	(Date)
Employee Name (Print Name)		

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	(Signature)	(Date)
Manager/Chair Director (Print Name)		

Cc: Associate Vice-President of Human Resources  
[humanresources@carleton.ca](mailto:humanresources@carleton.ca)

**Note:** For CUASA/CUASA Lib, use: <https://i.carleton.ca/provost/retirement-and-resignation-form/>

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Director, Transformation and Technology (Human Resources). Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.