



Name _____
 Address _____
 City _____ NM 87 _____
 Phone _____

Date _____

Scott Elder, Interim Superintendent
 Albuquerque Public Schools
 6400 Uptown Blvd. NE, Suite 600E
 Albuquerque, NM 87110

Dear Mr. Elder:

This letter's purpose is to inform you of my upcoming retirement. My retirement will be

effective on _____ 1, 20____. My work assignment was as a _____
 at _____. My last active day of employment will be _____.

Any unused Annual Leave will be paid after your retirement date (maximum of 22 days).

(JULY 1 Retirements only: by selecting this option your retirement date will be AUGUST 1st)

- I will not be working Summer School.
- I will be working the following Summer School schedule.

Dates: _____

Hours: _____

Location: _____

Sincerely,

Employee No. _____

Principal/Supervisor Name: _____ School/Site _____