



Cornell University
Division of Human Resources

Benefit Services

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21 DAY RETIREMENT LETTER (Endowed Employees)

Date _____, 20_____

To: Direct Supervisor (*Print Supervisor's Name*) _____

In Department (*Print name of Department*) _____

_____ (*Give Original Letter to Supervisor*)

Dear Supervisor;

I am resigning for purposes of retirement from Cornell University. My last day on the payroll will be

_____. My retirement date will be _____,

the calendar day after my last day on payroll.

Sincerely,

Retiring employee's signature _____

Print retiring employee's name: _____

Retiring employee's Cornell ID or Social Security Number _____

Print Department Human Resource Representative's name below and give them a copy:
