



**NOTICE OF RETIREMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Dept.: \_\_\_\_\_

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I, \_\_\_\_\_, provide this written notice that I am  
(Print full name)  
voluntarily retiring from my employment with the City of Maumelle. My last day of work  
will be on \_\_\_\_\_.

Date of Retirement Notice sent to Supervisor \_\_\_\_\_.  
(Date)

Please send my W-2 and other correspondence to:

Home Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

|                             |       |
|-----------------------------|-------|
| _____                       | _____ |
| Department Head             | Date  |
| _____                       | _____ |
| Employee's Signature        | Date  |
| _____                       | _____ |
| Director of Human Resources | Date  |
| _____                       | _____ |
| Mayor                       | Date  |

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**HR USE ONLY**

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**Non-Uniform**      **Uniform:**  **Police Department**       **Fire Department**

Employee ID Number: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Confirmed Retirement Date: \_\_\_\_\_

\_\_\_\_\_ Paid Sick Leave      \_\_\_\_\_ Compensatory Time

\_\_\_\_\_ Paid Vacation Leave