

Penn-Harris-Madison School Corporation

Notice of Retirement

This form should accompany a letter of retirement.
Please submit the completed form to:

Human Resources Department
Educational Services Center

Name _____ Date _____

School/Site _____

Work Group (circle one) Teacher Custodian Bus Operator Food Service
Maintenance/Service Tech Educational Services Administrative Other
Food Service Distrib. Personnel

My last day of employment will be _____. On that date, I will
have completed _____ years of service with the Penn-Harris-Madison
School Corporation.

I understand that my retirement is governed by the collective bargaining agreement of my
work group. All deadlines and instructions must be met as stated in the contract. I further
understand that my retirement is binding and irrevocable when accepted by the Penn-
Harris-Madison Board of School Trustees.

Signature _____ Date _____

For Human Resources Use Only

Date received by Human Resources _____

Received by _____

Date of Board action: _____