

Member Notice of Retirement Templates for July 1st Retirements:

Resignation Notice for UCRP 1976 Tier and Safety Members with approval to use Vacation/PTO prior to termination. Termination/Last day on Pay status should be no later than **6/27/25** to qualify for the July 1st inactive COLA.

Dear ____,

I am writing to provide notice of my retirement from UC. My last day of work will be _____ and my last day on pay status using vacation/PTO will be June 27, 2025.

Sincerely,

Resignation Notice for UCRP 2013 and 2016 Tier Members with approval to use Vacation/PTO prior to termination. Termination/Last day on Pay status should be no later than **6/30/25**.

Dear ____,

I am writing to provide notice of my retirement from UC. My last day of work will be _____ and my last day on pay status using vacation/PTO will be _____.

Sincerely,