

**Member Notice of Retirement Templates for July 1<sup>st</sup> 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 1<sup>st</sup> 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,