

Notice of Intention to Retire

Date:

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

ID#: \_\_\_\_\_

Work Location: \_\_\_\_\_

Classification: \_\_\_\_\_

To Whom It May Concern:

I wish to notify Canada Post Corporation of my intention to retire.

My last day of employment will be \_\_\_\_\_.

My first day of retirement will be \_\_\_\_\_.

Please provide notice to the Pension Administration Centre and Canada Post Benefits and Payroll on my behalf.

Thank you.

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(signature)

- cc: employee
- Officer, Staffing Control C&D
- Officer, Employee Relations
- Officer, Labour Relations
- CUPW
- Employee file