

City of San Mateo

NOTICE OF RETIREMENT

Name: _____ Date: _____

Position: _____ Dept.: _____

I, _____, provide this written notice that I am
(Print full name)

voluntarily retiring from my employment with the City of San Mateo. My last day of work

will be on _____, and my first day of
(Date)

retirement will be on _____.
(Date)

Date of Retirement Notice sent to Supervisor: _____.
(Date)

Please send my W-2 and other correspondence to:

Home Street Address: _____

City, State, Zip Code: _____

Employee's Signature

Date