

LETTER OF RESIGNATION/RETIREMENT* (Circle One)

To: _____
Name of Commissioner/Department Head/Appointing Authority

County Department/Commission

FROM: _____
Employee Last Name First Name Middle Initial

Job Title

Date of Birth XXX-XX-____
Last 4 digits of Soc. Sec. #

I, _____, an active, full-time annual County employee qualified to participate in the County's Voluntary Separation Payment Program, hereby submit my letter of (circle one) resignation/retirement. My last day of work will be _____, 2010.

Signature

Sworn to before me this
day of _____, 2010

Notary Public

*Employees who wish to retire from the New York State and Local Retirement System must also complete and file with the New York State and Local Retirement System, the Application for Service Retirement (Form RS6037-I) at least thirty (30) days prior to the effective date of retirement.