



**Notice of Intention: To Retire**

1. This form should be used if you intend to retire at or beyond your Normal Retirement Date (NRD: June 30<sup>th</sup> of the year in which you turn 65).
2. A signed notice of intention to retire must be submitted to your Unit Head one year in advance of the proposed commencement date (which should be July 1 or January 1).
3. You will have one month from the date by which you notify your Unit Head to revoke your intention to retire provided 12 months advance notice has been given.

**A. PERSONNEL INFORMATION**

**Name**

**Personnel Number**

**Faculty**

**Department/Division**

**Normal Retirement Date**

(30<sup>th</sup> June of year in which you turn 65)

**Date of Birth**

**B. NOTICE OF INTENTION TO RETIRE**

1. I wish to retire beginning
2. I understand that this notice can only be revoked by giving my Unit Head written notice within one month of the date I gave notice of intention to retire to my Unit Head.
3. My date of notice of intention to retire is
4. If I do not revoke my notice of intention to retire within the one month period the above retirement date becomes irrevocable.
5. If eligible, I wish to be appointed to rank of Emeritus/Emerita in accordance with the Policy on Emeritus/Emerita Status. I understand that eligibility will be confirmed by the Office of the Vice-President & Provost.

No      Yes      If "Yes", my title will be \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**C. ACCEPTANCE**

I hereby accept your notice to retire on

**Unit Head's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**D. FOR INFORMATION**

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Provost's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**E. INFORMATION SHARING**

1. The Senior College at the University of Toronto will be provided with your institutional email address. If you do NOT want your institutional email address provided to the Senior College, please check here.
2. The University of Toronto Faculty Association (UTFA) will be provided with your institutional email address. If you do NOT want your institutional email address provided to UTFA, please check here.