**Confirmation of Meeting with the Benefits Office**

[DATE]

MEMORANDUM

TO: [Chair/Unit Head]

FROM: [Officer, Benefits Office]

RE: Retirement of \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I met with Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on [date] to discuss [his/her] proposed plans for retirement. Among other matters, we discussed retirement income, subsidized health benefits, post-retirement constraints, and the optimum date of retirement. The planned resignation date of [date\*] and planned retirement date of [day after resignation\*], comply with applicable university and state retirement plan policies and requirements.

cc. Associate Provost for Faculty Affairs

\*The faculty member’s retirement date is recommended to be the first of the month. Hence the resignation date is typically the final date of the previous month.