



**Cornell University**  
Division of Human Resources

**Benefit Services**

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## **21 DAY RETIREMENT LETTER**

**(Endowed Employees)**

Date \_\_\_\_\_, 20\_\_\_\_

To: Direct Supervisor (*Print Supervisor's Name*) \_\_\_\_\_

In Department (*Print name of Department*) \_\_\_\_\_

\_\_\_\_\_ (*Give Original Letter to Supervisor*)

Dear Supervisor;

I am resigning for purposes of retirement from Cornell University. My last day on the payroll will be

\_\_\_\_\_. My retirement date will be \_\_\_\_\_,

the calendar day after my last day on payroll.

Sincerely,

Retiring employee's signature \_\_\_\_\_

Print retiring employee's name: \_\_\_\_\_

Retiring employee's Cornell ID or Social Security Number \_\_\_\_\_

Print Department Human Resource Representative's name below and give them a copy:

\_\_\_\_\_