

## INTENTION TO RETIRE

To: Director of Human Resource Services

Date Submitted: \_\_\_\_\_

I am:

CUPE 382

Associate Professional

CUPE 947

Principal / Vice Principal

TTOC

Exempt

Teacher

Please accept this letter as official notification of my intention to retire. My last date of work will be \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Legal Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Number

### Employee Retirement Checklist:

- 1) Review your options on the pension website:
  - a. MPP: <https://mpp.pensionsbc.ca/your-pension>
  - b. TPP: <https://tpp.pensionsbc.ca/your-pension>
- 2) **Inform your employer that you intend to retire; provide an adequate amount of notice.**
- 3) Confirm your personal information is correct with the pension plan.
- 4) Apply to collect your pension on the pension plan website:
  - a. MPP: <https://mpp.pensionsbc.ca/applying-for-your-pension>
  - b. TPP: <https://tpp.pensionsbc.ca/applying-for-your-pension>