



RETIREMENT NOTIFICATION

Please complete requested information and return the form to the Department of Human Resources 2121 Woodland Street Springfield, TN 37172, Phone: 615-384-5588, Fax: 615-384-9749. *This form may serve as your official retirement notification.*

Name: _____

Social Security Number: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

School: _____ Position: _____ Grade(s): _____ Subject(s): _____

Effective Retirement Date: _____

Request Return of Teaching Certificate: No *If Yes:* Pick Up *or* Mail

Upon retirement, I agree to surrender all property of the Robertson County Board of Education (RCBOE), which includes, but is not limited to, keys, pagers, and computer equipment, to the proper RCBOE authority.

c: Principal
Supervisor

Employee Signature

Date

FOR OFFICE USE ONLY

HR: _____ DOS: _____ PAYROLL: _____ HR: _____