**Manager Acknowledgment of AAUP-Represented Faculty Retirement Letter**

**(**May be sent via email)

 (UC Letterhead of Choice)

[Date]

[Name]

[Address]

[City, State Zip Code]

Dear [Name]:

This letter is to acknowledge your notice of intent to retire from employment as [Title] in the Department of [Department Name] effective [Effective Date]. Your last day working will be [Date].

In accordance with University of Cincinnati Policies and Procedures and the Collective Bargaining Agreement between the University of Cincinnati and the AAUP, to facilitate separation from UC, please follow the steps outlined below.

* Contact Human Resources at 513-556-6381 several months prior to your retirement effective date to discuss the retirement process, benefits and information crucial to your transition to retirement.
* Click on the links to access FAQs, information and forms as follows:

FAQs - <http://www.uc.edu/hr/faqs/separation_or_red_in_force.html>

 Information –

<http://www.uc.edu/hr/toolkits/former-retirees.html>

<http://www.uc.edu/content/dam/uc/hr/toolkits/former_employees/leaving_university_guide.pdf>

<http://www.uc.edu/content/dam/uc/hr/toolkits/managers/separation_to_do_list.pdf>

<http://www.uc.edu/content/dam/uc/hr/toolkits/former_employees/retiree_benefits.pdf>

<http://www.uc.edu/content/dam/uc/hr/toolkits/managers/benefit-information-separation.pdf>

 Separation Clearance Form –

<http://www.uc.edu/content/dam/uc/hr/forms/forms_s_thru_z/separation_clearance.pdf>

* Contact your retirement plan for detailed information re: your retirement pension benefit and healthcare options, if any.

Thank you for your contributions during your tenure at the University of Cincinnati and best wishes in your retirement.

Sincerely,

[Name], Dean of [College]

University of Cincinnati

cc: [Unit Head]

 [College business administrator]

 Academic Personnel