



**CITY OF SPRINGFIELD  
LETTER OF RETIREMENT**

Please use this letter as notification that I have chosen to retire from the City of Springfield.

<b>EMPLOYEE INFORMATION</b>	
Name	
Department	
Job Title	
<b>RETIREMENT INFORMATION</b>	
Number of Years Worked for the City of Springfield	
I will be retiring effective    ___/___/___ Month   Day     Year	
Signature <b>X</b>	Date Signed