



RETIREMENT NOTIFICATION
Canada Post Corporation

TO:

MANAGER/SUPERINTENDENT/SUPERVISOR _____

This is to inform you that I, _____
(PLEASE PRINT) EMPLOYEE NAME ID#

wish to retire from my position as a _____ (classification)

at _____ (work location).

My last *day worked* will be _____.

My last *day paid* will be: _____.

My retirement date is _____.(day after last day paid)

Note: I request that all documents and monies owing will be forwarded to the address shown unless requested otherwise in writing. I realize that I must also notify all concerned of any future change in my address to the Human Performance Management Group.

I hereby also make application for any monies which may become payable to me as a result of any upward revision in pay rates approved subsequent to my separation from the service.

Yours truly,

(Signature of Employee)

(Date)

FORWARDING ADDRESS

Are you a Heritage Club member? Yes ___ No ___

If not, would you like to receive membership information from the Heritage Club:

Yes ___ No ___

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-----**FOR SUPERINTENDENT/SUPERVISOR**-----

RETIREMENT CERTIFICATE TO BE SENT TO:

NAME: _____

ADDRESS: _____

CERTIFICATE REQUIRED BY: _____

Please allow at least 2 months in advance of date required.

Supervisor Signature: _____

cc: local HPM – Employee Relation Office