

Albemarle County Voluntary Early Retirement Plan (VERIP) Application

Name:

(please use legal first and last name)

Last four digits of SSN:

Position:

Department/School:

Email address:

Anticipated retirement date:

Please use the 1st of a month when specifying retirement date. Ten-month School Division employees who finish the school year should use July 1 as their retirement date.

I understand that the Albemarle County Voluntary Early Retirement Plan is indeed voluntary and that I am pursuing this request on my own initiative. I also understand that submitting this request does not constitute formal notice of my intent to retire. Should I decide to pursue retirement, I am required to provide formal notice to my supervisor, per policy. This plan is administered in accordance with the Voluntary Early Retirement policy of the County Board of Supervisors/School Board.

Signature

Date

This application must be received by Human Resources by December 1 in order to be considered for the next fiscal year.