

Manchester Employees' Contributory Retirement System  
**LETTER OF INTENT FOR RETIREMENT**

\_\_\_\_\_ Date

Board of Trustees  
Manchester Employees'  
Contributory Retirement System  
1045 Elm Street – Suite 403  
Manchester, New Hampshire 03101-1824

***Re: Administrative Rules/Part 2: Filing for Benefits/Section 2.1 Notice of Intent to Retire***

Dear Trustees:

Please be advised that I, \_\_\_\_\_  
(Print full name)

will be retiring from the \_\_\_\_\_ department, effective \_\_\_\_\_.  
(Last working day)

*Signature:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Witnessed by:* \_\_\_\_\_ *Date* \_\_\_\_\_