



Minooka CCSD 201
Human Resources
Dr. Sarah Massey, Director of Human Resources
305 W. Church Street
Minooka, Illinois 60447

Letter of Intent to Retire from Minooka CCSD 201 (MESP)

To : Dr. Sarah Massey, Director of Human Resources
Mrs. Rachel Kinder, Superintendent
Board of Education, Minooka CCSD 201

Please accept this letter as a notice of intent to retire at the end of the _____ school Year. I would like to request the pre and post-retirement incentives offered in our current collective bargaining agreement under Article X1, Section 11.06 for which I am eligible.

Employee Name

Signature

Date

Cc: Personnel File
Business Office