



2010 Academic Retirement Incentive Program Letter of Retirement Guideline

In order to participate in the Academic Retirement Incentive Program you will need to provide a copy of your Letter of Retirement to the Department of Total Compensation and Wellness no later than **December 11, 2009**.

Required elements to include in your letter are:

- Election of participation in the ARIP
- Retirement effective date of May 17, 2010
- Understanding that the Incentive Election Payment Form will need to be completed no later than April 30, 2010

Provide the original retirement letter to your School, College or Division with an additional copy to Steve Calkins in the Office of the Provost.