[Your Name]

[Your Street Address]

[Your City, ST ZIP Code]

[Select Date From Drop Down]

Barton Community College

Attn: Dr. Carl Heilman, President

245 NE 30 Road

Great Bend, KS 67530

Dear Dr. Heilman:

I desire to take early retirement under the College’s Early Retirement Benefits procedure. My last day at Barton Community College will be [Select Day and Date From Drop Down]. My KPERS retirement date will be [Select Day and Date From Drop Down]. At the time of my retirement, I will be age [Your Age] and I will have [Your FT Years of Service] continuous years of full-time service. My current mailing address is [Your Street Address] and my telephone number is [Your Telephone Number].

[Enter any additional information you would like to include here.]

I wish the College and all its employees much success in the coming years.

Sincerely,

[Your Name]

[Your Title]