

**TO BE COMPLETED BY THE BENEFITS OFFICE**

Credited Years of Service \_\_\_\_\_

Hire Date \_\_\_\_\_

Age at Retirement \_\_\_\_\_

☐ Eligible for BYU Retirement Benefits☐ Not Eligible for BYU Retirement Benefits☐ BYU Benefits No MRP

TO: [Chair]  
[Address block]

FROM: [faculty member]  
[contact information]

RE: Faculty Commitment to Retire

Dear [Chair] :

In order to assure the university that it may initiate a search for my replacement I am submitting this letter as official notice that I am retiring from Brigham Young University effective:

Date: \_\_\_\_\_

I understand that the department/college will rely upon this notification. I also understand that the university may begin an immediate search for my replacement to hire into the position I currently occupy or it may reallocate this position to meet other needs of the university.

After submitting this form, if I change my mind, I may reapply through the university's normal hiring process, along with other applicants, if I desire to be considered for reemployment in the next available position. I also understand there is no guarantee of reemployment.

Submitted by:

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Chair Signature

\_\_\_\_\_  
Dean Signature

Please send a signed copy of this form to:  
Benefits Services D-240 ASB  
Faculty Relations D-341 ASB