

**NOTICE OF INTENT TO RETIRE**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

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

Pursuant to Section 6.37 B of the Rules and Regulations of the Personnel Board of Houston County, this letter is to give notice that it is my intention to retire effective \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature

To: Appointing Authority  
Personnel Department