

**SAMPLE TEMPLATE—General Retirement Plan**

**PRINCETON UNIVERSITY**      *Dean of the Faculty*  
*9 Nassau Hall*

DATE:

TO:            Professor

FROM:        Deborah A. Prentice

SUBJECT:     General Retirement Plan

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Dear ---:

I have received word from ----- concerning your retirement plans indicating that you plan to retire at the end of this academic year, July 1, 201X under the General Retirement Plan. I write to you now to formalize our arrangements.

Let me begin with a brief description of the General Retirement Plan. This plan is the most basic retirement agreement, as follows. If the faculty member meets the retirement eligibility criteria, under the General Retirement Plan, they would simply retire at the end of the term agreed upon with their Chair and with the Office of the Dean of the Faculty and indicated on their signed retirement agreement.

My understanding is that you have decided to retire from the University as of July 1, 201X. The enclosed pamphlet, *Faculty Retirement Options*, contains detailed information regarding our retirement policies and how your retirement will affect your benefits. Also enclosed is a summary of the status of your benefits upon retirement from the University.

If these arrangements are satisfactory to you as summarized in this letter and detailed in the pamphlet, please sign and date a copy of this retirement agreement, and return it to my office. I shall then see that all is put in place.

I wish you the best in all your future plans and pursuits.

With all best wishes,

Deborah A. Prentice

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Name

Date

Enclosures

cc: Department chair