



**EL RANCHO UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

Date: _____

The Board of Education
EL RANCHO UNIFIED SCHOOL DISTRICT
9333 Loch Lomond Drive
Pico Rivera, CA 90660

Dear Board of Education:

Please consider this letter my formal letter of early retirement effective _____.

My last working day will be _____.

I am requesting **early retirement** and wish to take advantage of the retirement benefits as agreed to by the El Rancho Unified School District and the California School Employees Association.

- **The District shall pay Health Benefits for employees opting for early retirement. The District contribution to retiree benefits will be equal to that of active employees, effective with those employees retiring after September 1, 1994, and shall continue to age 65 or death of the retiree, whichever comes first. The coverage shall be the same as provided for regular classified employees during each year of participation in the program. I understand retired employees under this plan must provide written notice of their desire to remain under this plan to the superintendent on a semiannual basis (prior to July 31 and December 31); otherwise their coverage will be discontinued.**

I wish to thank the Board of Education for being supportive of me and in giving me the opportunity to serve in the El Rancho Unified School District.

Sincerely yours,

Signature

Date

Print Name

Address

School/Location

Phone Number