

# Notice of Retirement

Date \_\_\_\_\_

To Whom It May Concern:

With this letter, I, \_\_\_\_\_,  
am notifying Hiland Dairy Foods Company of my intention to Voluntarily Retire. I may take  
vacation time prior to an official retirement date; however, my last day worked will be \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

Witnessed By: \_\_\_\_\_

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

## FOR OFFICE USE ONLY

Age at retirement \_\_\_\_\_

Years of service at retirement \_\_\_\_\_

Name \_\_\_\_\_