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|--------------|---|
| CITY OF      | <b>Manchester Employees' Contributory Retirement System</b><br><br><b>NOTICE OF INTENT FOR RETIREMENT</b> |
| MANCHESTER   |   |
| EMPLOYEES'   |   |
| CONTRIBUTORY |   |
| RETIREMENT   |   |
| SYSTEM       |   |
|              |   |

Board of Trustees  
Manchester Employees'  
Contributory Retirement System  
1045 Elm Street – Suite 403  
Manchester, New Hampshire 03101-1824

**Re: Administrative Rules Part 2 - Filing for Benefits**  
**Section 2.1 - Notice of Intent to Retire**

Dear Trustees:

Please be advised that I, \_\_\_\_\_  
(Print full name)

will be retiring from the \_\_\_\_\_ department, effective \_\_\_\_\_.  
(Last working day)

*Signature:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Witnessed by:* \_\_\_\_\_ *Date* \_\_\_\_\_