

**PLEASE HAVE DEPARTMENT HEAD COMPLETE**

*Commonwealth of Massachusetts*

**WORCESTER REGIONAL RETIREMENT SYSTEM  
23 MIDSTATE DRIVE, Suite 106, Auburn, MA 01501**

**NOTIFICATION OF SEPARATION FROM SERVICE  
(REPORT PERMANENT SEPARATION ONLY)**

TO THE RETIREMENT BOARD: \_\_\_\_\_

In accordance with the rules and regulations of the Worcester Regional Retirement Board pursuant to M.G.L., Chapter 32, Section 20 (5) (b) amended, I hereby notify your Board of the permanent separation from service of the following person as an employee of the

\_\_\_\_\_  
(Department or Governmental Unit)

Name \_\_\_\_\_ Soc.Sec.No \_\_\_\_\_

Present Address.....  
(Street and Number) (City or Town) (State)

Job Title.....

Effective Date of Separation from Service.....  
(Month) (Day) (Year)

Date Present Employment Commenced.....

Amount of Salary or Wages \$..... per hour \$..... per week \$..... per month

**Cause of Separation from Service: (Check One)**

- |  |     |   |     |
|--|-----|---|-----|
| To enter military service                              | ( ) | Resigned – State reason below   | ( ) |
| Involuntary layoff<br>(other than discharge for cause) | ( ) | Retirement  | ( ) |
| Expiration of temporary employment                     | ( ) | Death   | ( ) |
| Discharge – for cause<br>(state reason below)          | ( ) | Transfer of Employment<br>(Name department or governmental<br>unit below) | ( ) |
| Position abolished                                     | ( ) | Other causes – State reason below   | ( ) |
| Failure of reappointment                               | ( ) | State if arbitration, legal action or<br>Dereliction of duty is involved  | ( ) |

Remarks.....

Date last retirement deduction  
Withheld.....

Signed.....

This deduction will appear on Retirement  
Payroll Report for month of.....

Title.....