Dear Bob,

This is to confirm receipt and acceptance of your letter of retirement, received for the position of

 , which is to be effective . You will continue to receive your salary through your last day
of employment, you will also receive a cash payout of "1/4 of unused sick leave, with a maximum of 60

days," per the Public Library Board Policy, Part-Time Employees, Section 19: Retirement of Employ-
ees, Page 229.

Please return any library property that you still have in your possession, e.g., keys, on or before your last day of employment.

If you should have questions about your benefits, you may contact

Sincerely,