

Support Retirement Instructions

- 1) Notify MNPS of your intent to retire in writing. This can be a written letter or the Retirement Notice Form. A Retirement Notice Form can be obtained from MNPS Benefits Office.
 - When completing the provided retirement notice, your retirement date will be the day following your last day of employment.
 - 2) If you have any questions about retirement please contact:
 - **Kelsey Marshall – 615-259-8700**
 - 3) Please ensure the following 3 areas have received your written retirement notification:
 - a. Department Head or Manager
 - b. Human Capital & Talent Management Services - Employee Resource Center:
 - EmployeeResourceCenter@mnps.org
 - **Fax Number: 615-214-8650**
 - c. Human Capital- Benefits Office Contact
 - **Kelsey Marshall 615-259-8700/Kelsey.marshall@mnps.org**
 - **Fax Number: 615-214-8665**
- *** Human Capital Service Center and Benefits office are located at:**
- 2601 Bransford Avenue Nashville, TN 37204**
- 4) Contact Metro Government Human Resources about completing your application to retire. Metro Government Human Resources would like to receive notice 6-8 weeks in advance of your retirement date. Their phone number is **615-862-6700, option 2.**
***** Please be sure to leave a message if you get their voicemail.**



METRO NASHVILLE PUBLIC SCHOOLS

Date: _____

I would like to inform you that my last day of employment with Metro Nashville Public Schools will be _____ . My effective date of Retirement will be _____ . I report to (name of your Supervisor) _____ and I understand that they will receive a copy of this retirement notice upon completion.

Thank you for the opportunity to work with your organization.

Print Name: _____

Signature: _____

Employee Number: _____

Home Number: _____

Cell Number: _____

Retirement Type:

Regular _____ Early Service _____ Deferred _____

Revised: 03/23/2021