

MEMORANDUM

I wish to retire on \_\_\_\_\_  
(retirement date)

from the Department of Commerce (DOC). I understand that my pay will cease with DOC at the close of business on the retirement day stated above and that my annuity with the Office of Personnel Management (OPM) will begin to accrue

on \_\_\_\_\_  
(date annuity begins).

I understand that I should not expect to receive my 1<sup>st</sup> interim payment from OPM until approximately 9 weeks from the date my annuity is expected to begin and the 1<sup>st</sup> work day of each month thereafter. Therefore, I understand that I will not accrue any salary from DOC or retirement from OPM for the period beginning the day after I

retire through \_\_\_\_\_  
(date - end of the month).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date