



OLLSCOIL NA GAILLIMHÉ  
UNIVERSITY OF GALWAY

## Notice by Administrative, General Operative, Research or Technical Staff of intention to Retire\* or Resign

I, \_\_\_\_\_ (print name)

- Administrative Staff
- General Operative
- Research Staff
- Technical Staff

hereby give notice to the University of my intention to retire\*/resign from the post held by me  
within the School/Unit of \_\_\_\_\_

My last day of employment will be \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Staff ID number: \_\_\_\_\_

This form should be emailed to [hrcontracts@universityofgalway.ie](mailto:hrcontracts@universityofgalway.ie) or posted to the HR Office,  
Quadrangle Building, University of Galway.

**PLEASE ENSURE THAT YOUR LINE MANAGER IS COPIED ON THE CORRESPONDENCE**

\* Please refer to the [Retirement Policy](#)



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY

## Fógra ó Chomhalta Foirne Riaracháin, Taighde, Teicniúil nó Oibrí Ginearálta go bhfuil sé i gceist aige/aici dul ar scor\* nó éirí as

Tugaimse, \_\_\_\_\_ (ceannlitreacha)

- Foireann Riaracháin
- Oibrí Ginearálta
- Foireann Taighde
- Foireann Theicniúil

fógra don Ollscoil leis seo go bhfuil sé i gceist agam dul ar scor\*/éirí as an bpost atá agam i

Scoil/Aonad \_\_\_\_\_

Beidh mo lá deireanach fostaíochta ar an \_\_\_\_\_

Sínithe: \_\_\_\_\_

Dáta: \_\_\_\_\_

Uimhir Foirne: \_\_\_\_\_

Ba cheart an fhoirm seo a sheoladh trí ríomhphost chuig [hrcontracts@universityofgalway.ie](mailto:hrcontracts@universityofgalway.ie) nó í a sheoladh chuig an Oifig Acmhainní Daonna, an Chearnóg, Ollscoil na Gaillimhe.

**CINNTIGH GO BHFUIL DO BHAINISTEOIR LÍNE CÓIPEÁILTE AR AN gCOMHFHREAGRAS**

\* Féach ar an [bPolasáí Scoir](#), le do thoil