

AGENCY LETTERHEAD

Agency Name
Address
City, State, Zip

SAMPLE RETIREMENT LETTER

Date

Michigan Commission on Law Enforcement Standards
106 W. Allegan – Suite 600
Lansing, MI 48933

To Whom It May Concern:

(RETIREE NAME), (SS#), (DOB), was employed by the (NAME OF AGENCY) as a licensed law enforcement officer from (DATE) to (DATE).

The above named individual:

- Retired from this agency in good standing for reasons other than mental instability;
- Was, prior to retirement, authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest;
- Was, prior to retirement, regularly employed as a law enforcement officer for an aggregate of 15 years or more, or retired from service after completing any applicable probationary period, due to a service-connected disability; and
- Has a non-forfeitable right to benefits under the employing agency's retirement plan.

The Michigan Commission on Law Enforcement is authorized to be the maker of retiree identification issued to the above named retiree on behalf of this agency.

If you have further questions regarding this officer's employment, you may contact (NAME OF CONTACT AT DEPARTMENT) at (PHONE NUMBER).

Sincerely,

Signature of Agency Head or Designee

Name of Agency Head