NOTICE OF RETIREMENT
Acceptance of Offer to Participate in Voluntary Separation Incentive Program

Sign and scan, or electronically sign this form, and email it to vsip@ku.edu **no later than 5 p.m., December 23, 2025**

Personal Information (Information in the table will be prepopulated by university administration)		
Full Name:		
	Last	*First*
Home Address:		
	Street Address	
	City	*State*
Work email:		Work phone:
Date of KU Separation: **May 22, 2026**		
Appointment Information		
Job Title:		
Department / Unit:		Supervisor:
Annual Base Budgeted Salary:		VSIP Payout Amount:

By signing below, I agree to following:

- **I will retire from the University of Kansas on May 22, 2026. I agree that I cannot later revoke my retirement as the University will make decisions related to finances, academic services and staffing based upon this notice.**
- I confirm that I have read and understand the University of Kansas Voluntary Separation Incentive Program for Retirement (VSIP) Guidelines. Those guidelines are available at: https://provost.ku.edu/2025-vsip-overview.
- I understand that I am no longer considered eligible for future merit increases.
- I understand that I continue to be subject to all applicable University codes, rules and regulations, policies, and procedures until I retire.
- I understand I have been approved to participate in the VSIP program, and I must complete appropriate forms and information, including a Separation Agreement with Waiver and Release, before I am entitled to receive any benefits from the VSIP program.
- I understand that I am receiving a copy of a Separation Agreement with Waiver and Release and that it is my choice whether to sign the agreement and accept its terms.
- I understand that the University is advising me to review this Separation Agreement with Waiver and Release with an attorney and a tax advisor of my choosing.
- I understand that if I do not sign the Separation Agreement, or if I revoke the Separation Agreement within 7 days of my signature, I understand that I will not be eligible to receive any benefits from the VSIP program (including the monetary payout) but will continue to receive all benefits I am entitled to as a retiree from The University of Kansas.

Employee Signature

Date