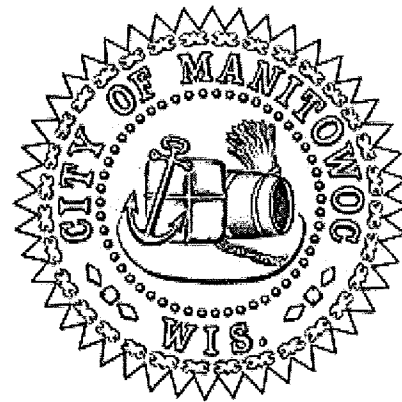


City of Manitowoc

Intent to Retire Form

to be completed for every retiring/resigning employee of the City of Manitowoc

*please submit to Mayor Nickels' Office 30 Days Prior to retirement/resignation



THIS INFORMATION WILL REMAIN CONFIDENTIAL

Name of Employee: Sarah C Hoppe

Department: Community Development Department

Area in Department: Assessor

Original Hire Date:
ex: 01/01/2000

Retirement:

Resignation:

Final Day of Employment: 01/15/2016 Last Day of Work:

Department Head/Manager Completing this Form:

Date Completed:

If your Department is hosting a farewell reception and you would like Mayor Nickels to attend to present a Certificate of Merit please indicate; date, time, location. *note: All Department Head retirements/resignations will have a reception in the Mayor's Office.

Date of Reception:

Time of Reception:
ex: 11:00am - 1:00pm

Requested Time for Mayor Nickels to Attend:

Location and Room:

**Brief History of Employee's
Employment with the City
of Manitowoc.**

Please include:

*All departments they were in
and correlating years*

Titles of positions held

*Special recognitions/awards
over the years*

*Personal perspective of
employee/their career*

*Co-workers perspective of
employee/their career*

News articles

*Any other pertinent
information you deem is
appropriate*

