



# City of Nashua

Board of Public Works Retirement System  
229 Main Street  
Nashua, NH 03060

Treasurer's Office (603) 589-3194  
Human Resources (603) 589-3230  
Treasurer's Office Fax (603) 589-3228

**\*\*FOR SERVICE RETIREMENT OR RESIGNATION USE ONLY\*\***

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

**Note: To avoid delays in processing your request, your retirement date must be at least 45 calendar days from today's date.**

Please accept this letter as the formal notification of my retirement or resignation (**Please circle one**) from the City of Nashua. My last day of employment will be \_\_\_\_\_.  
(Date)

I understand I must submit this letter to the Department Superintendent and the Human Resources Department. Additionally, I understand I must contact the Pension Administration firm Hooker and Holcombe at **1 866-495-3548** to file for retirement benefits or I can begin the process through the portal found at [www.pensionedge.com](http://www.pensionedge.com). If I have any questions about this process, I may call the Office of Human Resources department or the Treasurer's Office at the phone numbers listed above. \_\_\_\_\_ (Initial)

Sincerely,

\_\_\_\_\_  
(Signature)

Accepted by:

\_\_\_\_\_  
Department Superintendent, Division of Public Works

\_\_\_\_\_  
Director of Human Resources, or designee