



City of Nashua

Board of Public Works Retirement System
229 Main Street
Nashua, NH 03062

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

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

Name: _____

Address: _____

Date: _____

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

Sincerely,

(Signature)

Contact Phone Number: _____

Email: _____



City of Nashua

Board of Public Works Retirement System
9 Riverside Street
Nashua, NH 03062

Retirement/Resignation- Important Steps

To avoid delays in processing your retirement request, please make sure you perform the following tasks:

- Obtain access to the Hooker & Holcombe Portal to manage your retirement/resignation process. Please note that the process to get a new password could take 10 days (it will come in the mail), so plan accordingly.
- Reach out to your superintendent and provide them with your retirement/resignation letter.
- Reach out to the Human Resources Department (603-589-3230) and provide them with your retirement/resignation letter.
- To discuss insurance coverages that will be ending and retiree insurance options, please contact the Benefits Department at 603-589-3220.
- Contact Hooker & Holcombe (through the portal , www.mypensionbenefit.com/HH, or by phone at 866-495-3548) to let them know of your intention to retire/resign.
 - a. If retiring, request your retirement packet.
 - b. If resigning, request rollover/payout forms.
 - c. If retiring between 50 and 60 – (early retirement) – Needs approval from the Board of Public Works as well as the Pension Board of Trustees
- Once received by mail, fill out forms from Hooker & Holcombe and return to Hooker & Holcombe as soon as possible to finalize your calculations and payments.

******Once this process is completed, your first payment may take up to 60 days to receive. Please plan accordingly. Your first payment will be retroactive to the date of retirement.******