

RETIREMENT CLOCK REQUEST FORM

Please use this form when requesting a Retirement Clock. It is suggested to submit this form as soon as possible, to allow time for engraving and delivery before the employee's last day.

All information needs to be provided and emailed to Dawnn Brown @ brown.1283@osu.edu.

NAME OF EMPLOYEE _____

(as it should appear on the engraving)

PERSONAL EMAIL OF EMPLOYEE _____

LAST DATE OF EMPLOYEMENT _____

IS THERE A RETIREMENT CELEBRATION PLANNED AND IF SO ON WHAT DATE

IF CLOCK IS RECEIVED **BEFORE** LAST DATE OF EMPLOYEMENT, WHAT ADDRESS AND TO WHOSE ATTENTION SHOULD THE CLOCK BE MAILED?

IF CLOCK IS RECEIVED **AFTER** LAST DATE OF EMPLOYEMENT, WHAT ADDRESS AND TO WHOSE ATTENTION SHOULD THE CLOCK BE MAILED?
