



Mayor's Office of Communications

City of Houston Employee Retirement Proclamation Form

Retiree's Information

Full Name: _____

Gender: ___ Female ___ Male

Division: _____

Department: _____

(HFD and HPD only) Job Title: _____

Hire Date¹: _____ (mm/dd/yyyy)

Retirement Date²: _____ (mm/dd/yyyy)

Number of Years of Service³: ___ Years ___ Months ___ Days

Contact Information

Requested by: _____

Phone Number: _____

E-mail Address: _____

¹Please only include actual hire date, not dates regarding fire/police academy.

²Please do not claim phase down or retirement celebration dates as retirement date.

³Please do not round number of years, months or days.