

Dr. Bud Peterson
President
Georgia Institute of Technology
Atlanta, GA 30332

Dear Dr. Peterson:

I wish to request special Board of Regents' permission to engage Mr./Ms. _____ on a **(monthly/hourly/per diem)** basis for the remainder of FY(x), effective _____ **(proposed date)**. Mr./Ms. _____ retired from Georgia Tech on **(date)**.

Dr./Mr./Ms. _____, retired with more than (x) years of dedicated service with the Georgia Institute of Technology at a salary of \$ _____. The maximum dollar amount that will be paid to him/her during FY (x) is \$(x).

Prior to his/her retirement, Dr./Mr./Ms. _____ was **(title)** and will return as (title). Mr./Ms. _____ duties will be (brief description) at an hourly/monthly rate or \$_____.

No additional state funds will be required to support Dr./Mr./Ms. _____'s appointment (if state funds will be used, state that "State funds will be required to support Dr./Mr./Ms. _____). This appointment is in compliance with Board of Regent's policy governing employment beyond retirement.

Sincerely,

(name)
Director/Chair, etc.

RECOMMENDED:

Office of Human Resources

Office of the President