

Please complete this form to request a retirement plaque or shadow box to be presented to retiring Construction, Facilities & Real Estate employees that have completed 25 years of service, or more, to the University of Florida. Forms should be emailed to Construction, Facilities & Real Estate Human Resources, ba-hr@mail.ufl.edu.

Retiring Employee Information

Full Name of Employee:	
Job Title:	
Department:	
UFID:	
Years and months of service:	
Retirement Date:	

Department Approval

_____	_____
Printed Name of Dept. AVP or Director	Job Title
_____	_____
Signature of AVP or Director	Date

Construction, Facilities & Real Estate Human Resources Approval

_____	_____
Printed Name of CFRE HR Approver	Date

Vice President for Construction, Facilities & Real Estate Approval

- Retirement Plaque (25 years of service or more)
- Retirement Shadow Box with University Medallion (30 years of service or more)

_____	_____
Signature of Colt Little Vice President for Construction, Facilities & Real Estate	Date