

**LIAISON MEMORANDUM  
NUMBER 19-10**

**To:** Agency Liaison Officers

**From:** Cindy Rougeou  
Executive Director

**Re:** New! Ready to Retire Section on the LASERS Website

**Date:** May 9, 2019

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The preparations leading up to retirement involve teamwork. That team includes the employee, you (the agency), and LASERS. An important element in the retirement process is time, so planning is critical. **Please encourage your employees to start the retirement process 12 months before their planned retirement date.**

To help retirement applicants begin the process, LASERS has a new [Ready to Retire](#) section on our website. It provides a **comprehensive checklist** of recommended steps starting 12-18 months out from the target retirement date.

It also provides a list of **forms** to complete, explains **what to expect as an applicant** for retirement, and lists **helpful resources** for retirement planning.

Please share this helpful information with your employees nearing retirement.

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