

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