

DATE

DANA DANIEL
Supervisor – Pay Processing
Employee Service Centre - Human Resources Branch
Suite 300 – Edmonton City Centre West
10200-102 Avenue NW
Edmonton T5J 4B7

Dear Ms. Daniel:

SUBJECT: Retroactivity prior to Termination

In accordance with article 7.02.02 of the CSU 52 Collective Agreement, I am providing written notice of my application for retroactive pay from December 20, 2008 to **<date of termination of employment>**.

My payroll number when employed with the City was: _____.

Please process my retroactive payment and send it to the following address:

If you have any questions, you can reach me at: **<phone number>**.

Thank-you,

<signature>

Name of Former Employee