



535 Marriott Drive, 11<sup>th</sup> Floor  
Nashville, Tennessee 37214  
retirement@genesco.com  
615.367.7852 ext. 2

## Notice of Intent to Retire

I plan to retire effective on: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Daytime Phone No.

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

### This portion for Human Resources use only:

Amount of remaining vacation days: \_\_\_\_\_ Business Unit: \_\_\_\_\_

Payroll Frequency (W, M): \_\_\_\_\_

**\*\*This Notice of Intent to Retire should be submitted to your Supervisor and the Benefits Department as soon as possible.\*\***

**Return completed forms using one of the following methods:**

**Email:** [retirement@genesco.com](mailto:retirement@genesco.com)

**Mail:** Genesco Inc., Attention: Retirement Department, 535 Marriott Drive, 11<sup>th</sup> Floor, Nashville, TN 37214