

[Employee's Name]
[Home Address]
[Phone Number]

[Date]

Dear [Name of recipient],

Please accept this letter as notification of my retirement from the position as Principal/Vice-Principal with the [school board] District School Board, effective [specific date].

My retirement is based upon the understanding and agreement that the board will provide me with all salary, benefits, [and the vested retirement gratuity] due to me pursuant to the current Terms & Conditions Agreement. Please forward to me all of the necessary documentation about the retirement process [and application for the retirement gratuity, including information about how I should proceed if I wish to direct all or a portion of the retirement gratuity into my RRSP].

[Optional consideration: I would be pleased to work in a supply capacity during my retirement, and would invite you to add my name to the list of supply administrators.]

I give you permission to release information that is required by the Ontario Teachers' Pension Plan to process my pension.

I would appreciate written confirmation of your acceptance of my intention and of the terms as outlined in my letter.

I would like to thank the [school board] District School Board for a long and successful career.

Sincerely,

(sign here for letters mailed or faxed)

[Full name]

[Title]