

**SAMPLE RETIREMENT LETTER**

**(DATE)**

**(YOUR ADDRESS)**

Mrs. Lucia Reece, Director of Education  
Algoma District School Board  
644 Albert Street East  
Sault Ste. Marie, ON P6A 2K7

Dear Ms. Reece,

Please accept this letter as my formal notice of resignation from my position as a secondary school teacher at Superior Heights Secondary School in the Algoma District School Board effective \_\_\_\_\_ (date).

I have notified the Benefits Administrator regarding the cancellation of my L.T.D. contributions. I do not qualify for any other remuneration or service gratuity.

**NB: If you are entitled to a Retirement Gratuity, please request the payment of your gratuity under the former Sault Ste. Marie School Board.**

*. (\* anything else you want to say like "it is a pleasure having worked with the ADSB for all these wonderful years ...ya, right! Ha! Ha!)*

Sincerely,

**(signature)**

**Member's Name**

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cc: Joe Maurice, Superintendent of Secondary Education  
Teresa Vavala, Manager, Human Resources  
\_\_\_\_\_, Principal