**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 School Board.**

Anything else you want to say. *(For example: “it is a pleasure having worked with the ADSB for all these years …”, “Thank you to my colleagues for their support…” or “I have really enjoyed teaching/coaching/mentoring students in…..”)*

Sincerely,

***(signature)***

# Member’s Name

cc: Frank Palumbo, Superintendent of Human Resources

\_\_\_\_\_\_\_\_\_\_\_\_\_, Principal