

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 my retirement from my position as _____ at _____ in the Algoma District School Board effective _____ (date).

Thank-you for the opportunity to have worked as a _____ for the Algoma District School Board.

Sincerely,
(signature)

Member's Name (Print)

cc: Frank Palumbo, Superintendent of Human Resources, Staffing and Recruitment.
Nic Turco – Manager of Human Resources
_____ Principal