

Notice of Retirement Sample Letter #1

- Sample Letter #1 is for all members anticipating retiring at the end of a semester or term.
- "Cut and paste" this letter into a word processing document. Insert names and dates as they pertain to you.
- Details about retirement/resignation dates can be found in Article 7 of the Collective Agreement
- Retirees should send a copy of their letter to the District Office so that the office is aware of their retirement. It is a good idea to include your home address. The Office also maintains an email list of retirees and this address should also be given to the District Office.

DATE

Mr. Michael Sereda, Executive Superintendent
Human Resource Services
Thames Valley District School Board
1250 Dundas Street
London, Ontario
N5W 5P2

Dear Mr. Sereda:

Please accept this as notification of my retirement to Teachers' Pension Plan effective (date). This is in accordance with Article 7 of the District 11 Teachers' Bargaining Unit Collective Agreement.

Please forward to me all the necessary documentation and information pertinent to the retirement process, application for the retirement gratuity (if you are eligible) and information on the TVDSB's benefit plan for retirees.

Please indicate your receipt of this letter at your earliest convenience. Thank you for your cooperation

Sincerely,

cc Principal of your school
David Russell, President, OSSTF District 11

