

## *Sample Retirement Letter*

*Your Home Address*

*Current Date*

Jeff Pratt, Associate Director  
Organizational Support Services  
Human Resource Services  
Thames Valley District School Board  
1250 Dundas Street  
London, Ontario  
N5W 5P2

Dear Mr. Pratt:

This letter is to request the Board's consent to my resignation / retirement to pension as of *date*\* in order for me to begin receiving a pension from the Ontario Teachers' Pension Plan.

I will perform no further paid duties after that time and I shall receive from the Board all salary and benefits due to me pursuant to the Act, Regulation and Collective Agreement according to Article L8.06 (d).

If entitled to a retirement gratuity (see Appendix B of the Collective Agreement) include the following:  
*Pursuant to the provisions of Article 11 of the September 2014 - August 2017 Collective Agreement, I am entitled to a retirement gratuity under the provisions of the predecessor (Elgin / London / Middlesex / Oxford) Board.*

*Teachers may wish to add a personal comment.*

Yours truly,

*Your Name*

*Your Employee Number*

### **Collective Agreement**

#### **Article L5.09 Resignation/Retirement Dates \***

A Teacher may resign or retire:

- (a) on the thirty-first (31<sup>st</sup>) day of December in any year of the Teacher's employment by giving written notice to the Board on or before the last preceding fifteenth (15<sup>th</sup>) day of November, or
- (b) on any date between and including June thirtieth (30<sup>th</sup>) through to August thirty-first (31<sup>st</sup>) in any year of the Teacher's employment by giving written notice to the Board on or before the last preceding fifteenth (15<sup>th</sup>) day of April, or
- (c) on the Friday preceding March break in any year of the Teacher's employment by giving written notice to the Board on or before January 31<sup>st</sup>, or
- (d) at any other time by the mutual consent in writing of the Teacher and the Board.