

Sample Retirement Letter

Date

Ms. Debra McFadden
Executive Officer of Human Resources
Halton District School Board

Dear Ms. Debra McFadden:

I would like to inform you of my intention to retire as a secondary teacher at _____ School, effective _____.

It is my understanding that I have attained entitlement to and will receive full retirement benefits, including, but not limited to, full pension with all benefits, retirement gratuities, retirement incentives, bonuses, payouts, severance packages and settlements, to which I am entitled, by virtue of having completed all requirements under my contract with the Halton District School Board.

I would appreciate confirmation in writing, of your acceptance of my intention, and the terms I have stated.

Optional: I have completed _____ years with the Halton District School Board. I have enjoyed them all.

Sincerely,

Your name

cc. Cindy Gage, TBU President, OSSTF, District 20,
Halton (Principal's Name), Principal of (School Name)