

Notice of Retirement Sample Letter #2

Sample Letter #2 is for those members who wish to retire during a semester. They will have to apply for a leave of absence commencing at the beginning of the semester or term in which they will be retiring.

- "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:

It is my intention to retire during the period from (date) to (date)____. Therefore please accept this letter as my application for a leave of absence to begin (date) until (date) and as my notice of retirement effective (date) to the Teachers' Pension Plan.

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

Colleen Canon, District President, OSSTF District 11