

Sample Retirement Letter

Your Home Address

Current Date

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

Dear Mr. Sereda:

This letter is to request the Board's consent to my resignation / retirement to pension (*or commuted value if applicable*) 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 8.07 (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 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 5.09 Resignation/Retirement Dates *

A Teacher may resign or retire:

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