

SAMPLE LETTER OF RETIREMENT

_____ (today's date)

Mr. J. Howitt, Director of Education
Lambton Kent District School Board
200 Wellington Street
Sarnia, ON N7T 7L2

Dear Mr. Howitt:

Please accept this letter as notification of my official retirement as a teacher and _____
(Position of Added Responsibility, if applicable) at _____ (name of school), to be
effective _____ (date at the end of the month).

[IF APPLICABLE: It is subject to receipt of my full retirement gratuity, as per Article 15 in the Collective Agreement with OSSTF - District 10, and based upon the calculation as of August 31, 2012. (Choose one of the following two options:

I request deferring payment of the gratuity until January _____ (following calendar year).

OR

I request payment of my gratuity upon retirement.)]

I wish to terminate the Long Term Disability Insurance to which I currently contribute, if eligible. I will forward this request to OSSTF - District 10. **[IF APPLICABLE:** Fill out the Application for LTD Coverage Termination form, available at www.osstfd10.ca under "Forms" – and return to the District Office along with a copy of this letter.]

I have been advised of the Board policy regarding confidentiality and at this time I have decided _____
(choose: to have/not to have) my name published.

Sincerely,

_____ (Your Name)

cc: _____ (Your Principal, School)

cc: Jennifer Kumpf, President
OSSTF - District 10 50 UBE Drive
Sarnia, ON N7W 1B6 Fax: (519) 542-4446
jkumpf@osstfd10.ca

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