

SAMPLE LETTER
Official Retirement

(Date)

Jim Costello, Director of Education
Lambton Kent District School Board
200 Wellington Street
Sarnia, ON N7T 7L2

Dear Mr. Costello:

Please accept this letter as notification of my official retirement as a teacher and _____ (PAR position if applicable) at _____ (Name of school). It is to be effective _____ (date) and subject to receipt of my full retirement gratuity as per Article 15 in the Collective Agreement with OSSTF - District 10.

I wish to participate in the benefit package recently offered by the Lambton Kent District School Board. (**Only do this if you have researched all the packages available**).

I wish to terminate the Long Term Disability Insurance to which I currently contribute, if eligible. I will forward this request to the OSSTF - District 10.

I have been advised of the Board policy regarding confidentiality and at this time I have decided **to have/not to have** my name published in the Director's letter.

Sincerely,

(Your Name)

cc: Your Principal
OSSTF - District 10
50 UBE Drive
Sarnia, ON N7W 1B6
Fax: (519) 542-4446

Revised Septembert, 2010