

Sample Retirement Letter

Your street address
Your city, postal code

Mr. Larry Piccinin
Senior Manager, Human Resource Services
Kawartha Pine Ridge District School Board
1994 Fisher Drive
Peterborough, ON K9J 7A1

Date

Dear Mr. Piccinin,

Please be advised that I will be retiring from my teaching position at NAME
OF SCHOOL effective DATE for pension purposes.

I hereby request all the rights and privileges to which I am entitled under the
Collective Agreement.

Sincerely,

Signature

Your name