

**RETIREMENT INCENTIVE  
RESIGNATION LETTER**

Date: \_\_\_\_\_

To: Human Resources Director  
Decatur Public School District 61

I am submitting my irrevocable letter of resignation effective at the conclusion of the \_\_\_\_\_ school year under the Retirement Incentive provisions of the negotiated agreement between the DEA and the Board of Education.

This effective date means that I will be under the:

_____	One year Plan
_____	Two Year Plan
_____	Three Year Plan
_____	Four Year Plan

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All letters are due by May 1<sup>st</sup>. If a letter is submitted by May 1 and the employee will retire after working four (4) additional years, his/her accumulated sick leave will immediately be increased to a total of 360 days of accumulated sick leave.**

**Please submit this letter to Human Resources at the Keil building. Keep a copy for your records.**