

SAMPLE: LETTER OF RESIGNATION PROVIDING NOTIFICATION
PRIOR TO MAY 31 FOR RETIREMENT JUNE 30

Dear [Director of Education]:

I hereby submit my resignation for the purpose of retirement effective June 30, 20____, subject to the condition that I shall receive the retirement gratuity (or incentive) as per the local collective agreement (or as per board policy) [clause or policy number].

[Insert personal comment regarding term with the division if you wish.]

Sincerely,