

SAMPLE LETTER – Retirement (TBU)

Your address

Date

Ms. Brenda Hunter
Director
Limestone District School Board
220 Portsmouth Avenue
Kingston, Ontario
K7L 4X4

Dear Ms. Hunter:

I wish to inform you of my decision to retire from my Teaching position with the Limestone District School Board, as of _____(date)_____ .

Sincerely,

Your signature

Your name

COPY: District Officer, OSSTF Limestone District 27
Andre Labrie, Superintendent, Human Resources
Your Principal (if you wish)