

SAMPLE LETTER
Official Retirement

(Today's date)

Mr. J. 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 – always at the end of the month)*** and subject to receipt of my full retirement gratuity as per Article 15 in the Collective Agreement with OSSTF - District 10 and based upon the calculation as of August 31, 2012. ***(based upon your own personal decision, choose one of the following two options:)*** I request deferring payment of the gratuity until **[January, following year]** . **OR** I request payment of my gratuity upon retirement.

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. ***(Fill out the Application for LTD Coverage Termination form, Policy number 48058-902 – available at www.osstfd10.ca under “Forms” – and return to the District Office along with a copy of this letter.)***

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, School***
cc: ***Hugh Garrett, President***
OSSTF - District 10
50 UBE Drive
Sarnia, ON N7W 1B6
Fax: (519) 542-4446
office@osstfd10.ca

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