

**SAMPLE LETTER**  
Official Retirement

***(Today's date)***

Mr. J. Howitt, Director of Education  
Lambton Kent District School Board  
200 Wellington Street  
Sarnia, ON N7T 7L2

Dear Mr. Howitt:

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](http://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: ***Jennifer Kumpf, President***  
OSSTF - District 10  
50 UBE Drive  
Sarnia, ON N7W 1B6  
Fax: (519) 542-4446  
[office@osstfd10.ca](mailto:office@osstfd10.ca)

*Revised September 2019*