

Sample Retirement Letter

Your Home Address

Current Date

Lynne Griffith-Jones, Superintendent of Human Resources
Michelle Roberts, Executive Assistant, Human Resources
Thames Valley District School Board
1250 Dundas Street
London, Ontario
N5W 5P2

Dear Lynne Griffith-Jones:

This letter is to request the Board's consent to my resignation / retirement to pension as of *date** in order for me to begin receiving a pension from the Ontario Teachers' Pension Plan.

I will perform no further paid duties after that time and I shall receive from the Board all salary and benefits due to me pursuant to the Act, Regulation and Collective Agreement according to Article L8.06 (d). I understand that this refers to pay in association with my present contract and does not preclude my ability to apply to be an Occasional Teacher should I wish to do so.

If entitled to a retirement gratuity (see Appendix B of the Collective Agreement) include the following:

Pursuant to the provisions of Article 11 of the September 2019 - August 2022 Collective Agreement, I am entitled to a retirement gratuity under the provisions of the predecessor (Elgin / London / Middlesex / Oxford) Board.

Teachers may wish to add a personal comment.

Yours truly,

Your Name
Your Employee Number

Over...

Collective Agreement

Article L5.09 Resignation/Retirement Dates *

A Teacher may resign or retire:

- (a) by providing no less than six (6) weeks' notice by submitting an official retirement or resignation letter;
- (b) at any other time by submitting an official retirement or resignation letter with the mutual consent of the Teacher and the Board.