

## Sample Retirement Letter

Your Home Address

Current Date

Katie Osborne, Superintendent of Human Resources  
Suzanne McNaughton, Executive Assistant, Human Resources  
Thames Valley District School Board  
1250 Dundas Street  
London, Ontario  
N5W 5P2

Dear Ms. Osborne:

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) on the thirty-first (31<sup>st</sup>) day of December in any year of the Teacher's employment by giving written notice to the Board on or before the last preceding fifteenth (15<sup>th</sup>) day of November, or
- (b) on any date between and including June thirtieth (30<sup>th</sup>) through to August thirty-first (31<sup>st</sup>) in any year of the Teacher's employment by giving written notice to the Board on or before the last preceding fifteenth (15<sup>th</sup>) day of April, or
- (c) on the Friday preceding March break in any year of the Teacher's employment by giving written notice to the Board on or before January 31<sup>st</sup>, or
- (d) at any other time by the mutual consent in writing of the Teacher and the Board.