

SAMPLE LETTER – Retirement (TBU)

Your address

Date

Mr Krishna Burra
Director
Limestone District School Board
220 Portsmouth Avenue
Kingston, Ontario
K7L 4X4

Dear Mr. Burra:

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: John Vince, Chief Negotiator, OSSTF Limestone District 27
Susan McWilliams, Superintendent, Human Resources, LDSB
Your Principal (if you wish)