

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  
Andre Labrie, Superintendent, Human Resources, LDSB  
Your Principal (if you wish)