

Superintendent and Board of Education

This letter is notification of my intent to retire from service as a _____ teacher in the Schenectady City School District. The effective date of my retirement will be _____. I am submitting my notice of retirement with the understanding that I qualify for the Retirement Notification Stipend as provided for in Article 5.1.6 of the Schenectady Federation of Teachers bargaining agreement.

Should any state or local retirement incentives be made available to other eligible members of the Schenectady Federation of Teachers, I would like to be considered for inclusion in such offer.

Sincerely
(live signature and date)

CC: HR
SFT: President

[*A copy of this can be e-mailed to all, but a hard copy must be submitted with an original signature to HR](#)