

SAMPLE RETIREMENT LETTER
WHEN COMPOSING YOUR RETIREMENT LETTER
YOU MAY WISH TO CHOOSE WHICH STATEMENTS BELOW APPLY TO YOU.

(Date)

(Your Home Address)

Jennifer Rose,
Executive Officer, Human Resources
Upper Grand District School Board
500 Victoria Rd. North
Guelph, Ontario
N1E 6K2

Dear Jennifer Rose:

As provided under Article 4.08.2 of the Collective Agreement, I am requesting the Board's consent to my retirement as of _____ (Date you wish to retire). I will perform no further paid duties after that time and I shall be entitled to receive from the Board all salaries and benefits due to me pursuant to the Act, Regulations and the Collective Agreement.

(If you believe that you are entitled to a Retirement Gratuity you may wish to include the following paragraphs in your letter.)

Pursuant to Article 25 of the Collective Agreement, I am requesting payment of the retirement gratuity within 90 days of my retirement. Please indicate to me the amount of the retirement gratuity and how it was calculated.

AND

— I wish to have my retirement gratuity transferred directly into my RRSP account. I will forward the name of my Financial Institution and account number upon request.

OR

— I wish to have my retirement gratuity paid directly to me. (If this is your choice, you can expect to pay 1/3 in income tax).

I would appreciate confirmation, in writing, of your acceptance of my retirement and request that you provide information related to benefits (and gratuity, if applicable). I also give you permission to release any information that is required by the Ontario Teachers' Pension Plan Board in processing my pension.

(You may wish to add personal comments.)

Yours truly,

(Your Name)

copy: (Your Principal's name), Principal - (Your School Name)
Tamara Reso, President, Upper Grand ETFO Teachers' Local