**Sample Retirement Letter**

Date

Debbie DeBoer

Manager – Human Resources

Halton District School Board

2050 Guelph Line

Burlington, ON, L7P 5A9

Dear Debbie DeBoer:

I would like to inform you of my intention to retire as a secondary teacher at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School, effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It is my understanding that I have attained entitlement to and will receive full

retirement benefits, including, but not limited to, full pension with all benefits,

retirement gratuities, retirement incentives, bonuses, payouts, severance

packages and settlements, to which I am entitled, by virtue of having completed

all requirements under my contract with the Halton District School Board.

I would appreciate confirmation in writing, of your acceptance of my intention,

and the terms I have stated.

**Optional**: I have completed \_\_\_\_\_ years with the Halton District School Board. I

have enjoyed them all.

Sincerely,

Your name

cc. Cindy Gage, TBU President, OSSTF, District 20, Halton

(Principal's Name), Principal of (School Name)