

[Name of Director of Education], Director of Education
Hastings and Prince Edward District School Board
c/o *[Name of HR Officer]*, Human Resources Officer
156 Ann St.
Belleville, ON K8N 1N9

[Date]

Dear *[name of Director of Education]*,

In compliance with the requirement of the Ontario Teachers' Pension Plan, I would like to inform you of my intention to retire, effective *[date of retirement]*. According to normal Board practice, I will be performing no paid teaching duties after that time.

My retirement is based upon the understanding and agreement that the Board shall provide me with all salary, benefits, and retirement gratuity due to me pursuant to The Education Act, Regulations, and the current Collective Agreement.

I would appreciate confirmation, in writing, of your acceptance of my intention and of the terms I have stated. I also give you permission to release any information that is required by the Ontario Teachers' Pension Plan in processing my pension.

[Paragraph of personal, positive comment about years of work with the Board (optional).]

Sincerely,

[your signature]

[Your Name]

[Teaching Assignment]

[School]

cc:

[Name of ETFO Local President], Local ETFO President
[your Principal]

