

## Sample Retirement Letter

*Your street address*  
*Your city, postal code*

Mr. Scott Pollard  
Superintendent of Human Resources  
Kawartha Pine Ridge D.S.B.  
1994 Fisher Drive, P.O. Box 719  
Peterborough, ON K9J 7A1

*Date*

Dear Mr. Pollard,

Please be advised that I will be retiring from my teaching position at NAME  
OF SCHOOL effective DATE for pension purposes.

I hereby request all the rights and privileges to which I am entitled under the  
Collective Agreement.

Sincerely,

**Signature**

Your name