

Date

NAME
HOME ADDRESS

Lynn Hiebert
Superintendent Human Resources
Peel District School Board
5650 Hurontario St
Mississauga ON L5R 1C6

Dear Ms Hiebert:

In compliance with the requirements of the Ontario Teachers' Pension Plan Board, I would like to inform you of my intention to retire effective (DATE of retirement). According to usual 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 written confirmation of your acceptance of my intention and of the terms which I have stated. I also give you permission to release any information that is required by the Ontario Teachers' Pension Plan Board in processing my pension.

[Personal comments may be added]

Sincerely,

SIGNATURE

FULL NAME SPELLED AS USED FOR EMPLOYMENT

cc Principal NAME, current location