

**SAMPLE LETTER**  
Official Retirement

*(Today's date)*

Mr. J. Costello, Director of Education  
Lambton Kent District School Board  
200 Wellington Street  
Sarnia, ON N7T 7L2

Dear Mr. Costello:

Please accept this letter as notification of my official retirement as a teacher and \_\_\_\_\_ (*PAR position if applicable*) at \_\_\_\_\_ (*name of school*). It is to be effective \_\_\_\_\_ (*date – always at the end of the month*) and subject to receipt of my full retirement gratuity as per Article 15 in the Collective Agreement with OSSTF - District 10 and based upon the calculation as of August 31, 2012. (*based upon your own personal decision, choose one of the following two options:*) I request deferring payment of the gratuity until January, following year . **OR** I request payment of my gratuity upon retirement.

I wish to participate in the benefit package recently offered by the Lambton Kent District School Board. (*Only do this if you have researched all the packages available e.g. RTO or OTIP and decided to stay with the more expensive Board's Benefit plan by paying 100% of the premiums.*)

I wish to terminate the Long Term Disability Insurance to which I currently contribute, if eligible. I will forward this request to the OSSTF - District 10. (*Fill out the Application for LTD Coverage Termination form, Policy number 48058-902 – available at [www.osstfd10.ca](http://www.osstfd10.ca) under "Forms" – and return to the District Office along with a copy of this letter.*)

I have been advised of the Board policy regarding confidentiality and at this time I have decided *to have/not to have* my name published in the Director's letter.

Sincerely,

*(Your Name)*

cc: **Your Principal, School**  
cc: **Hugh Garrett, President**  
OSSTF - District 10  
50 UBE Drive  
Sarnia, ON N7W 1B6  
Fax: (519) 542-4446  
[office@osstfd10.ca](mailto:office@osstfd10.ca)

*Revised November 2016*