

Example of a Notice of Retirement

Date

(Director of Human Resources)

(address of school board)

(city, province and postal code)

Subject: Notice of Retirement

Mr. / Ms. _____,

This letter is to inform you of my intention to retire as of _____.
(date)

My last day of work will be: _____.
(date)

I would like to transfer the value of my moneyable sick days to an RRSP (if applicable).

Would you please prepare and send to me the appropriate forms to complete and sign. I would like to send these documents to the CARRA as soon as possible. If any other documents are required, please let me know.

Sincerely,

(your signature)

(your address)

(city, province and postal code)

c.c. Quebec Provincial Association of Teachers
 Local Union