

Date

Deirdre Pyke,  
Executive Officer; Human Resources  
Upper Grand District School Board  
500 Victoria Rd N  
Guelph, ON N1E 6K2

Dear Ms Pyke:

Re: Retirement – (effective date)

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Please accept this letter as my resignation for retirement effective (date - preferably the last day of month).

I have contacted the Ontario Teachers' Pension Plan (OTPP). If OTPP requires any information from the Upper Grand District School Board, I give permission to release any information that is required in processing my retirement.

(if applicable) I am aware that a retirement gratuity may be available if applicable and I will provide the necessary information for payment once I receive my retirement package from Human Resources.

Please confirm in writing the acceptance of my retirement.

(you may wish to add personal comments)

Yours truly,

(Name)  
(School)

Cc [Paul.Rawlinson@d18.osstf.ca](mailto:Paul.Rawlinson@d18.osstf.ca) - President of the Teachers Bargaining Unit)