

Date

Deirdre Pyke,
Superintendent of People, Leadership & Culture
Upper Grand District School Board
500 Victoria Rd N
Guelph, ON N1E 6K2

Dear Ms. Pyke:

Re: Retirement – (effective date)

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 - President of the Teachers Bargaining Unit)