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