

Sample letter – Notice of Retirement

Date:

(Director of Human Resources)

(Address of school board)

(City, province, postal code)

Dear Mr/Ms _____,

This letter is to inform you of my resignation for purposes of retirement. My last day of work will be *(date)* _____. My first day of retirement will be *(date)* _____.

I will be sending my pension request form directly to Retraite Québec.

I would like to transfer the value of my moneyable sick days to an RRSP. Please send me the necessary forms for this transfer. *(if applicable)*

If you require other documents, please let me know. Thank you.

Yours,

(Signature)

(Name)

(Address)

(City, province, postal code)

cc. Quebec Provincial Association of Teachers
Your local union