

***Return Address***

***City, Ontario***

***Postal Code***

**Date of Letter**

Ben Chapman

Manager, Human Resource Services

Kawartha Pine Ridge District School Board

1994 Fisher Drive, Peterborough, ON

K9J 7A1

Dear Ben,

Please accept this letter as notice of my retirement from secondary teaching in the Kawartha Pine Ridge District School Board effective **date of retirement**.

I request that Human Resources forward a copy of the Board's retirement information package, including information about the Sick Leave / Retirement Credit Incentive Plan and insured benefits. Thank you.

Sincerely,

**PLEASE BE SURE TO SIGN YOUR RETIREMENT LETTER**

**Your Name**

**Current Work Site / School**