

***(Insert date)***

Mr. Warren Hoshizaki  
Director of Education  
District School Board of Niagara  
191 Carlton Street  
St. Catharines, ON  
L2R 7P4

Dear Mr. Hoshizaki:

This letter is to request the Board's consent to my resignation for the purposes of retirement as of ***(insert date)***.

I will perform no further paid duties after that time and I am entitled to receive from the Board all salary and benefits due to me pursuant to the Act, Regulations, and Collective Agreement.

***(Insert any other thoughts etc. ... that you may wish to include)***.

Sincerely,

***(Insert your name)***  
***(Insert your school/site)***

cc: Lora Courtois, Superintendent of Human Resources  
Heather Bove, Senior Staffing Manager  
***(insert your Principal's name)***  
Jada Nicklefork, ETFO Niagara