

***(Insert date)***

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

Dear Mr. Hoshizaki:

This letter is to request the Board's consent to my resignation for 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  
Robin Lakeit, Principal of Human Resources *(including Staffing)*  
***(Insert your Principal's name)***  
Jada Nicklefork, ETFO Niagara