

(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
John Shaw, Staffing Principal
(Insert your Principal's name)
Jada Nicklefork, ETFO Niagara