

(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
Pam Hutton, Elementary Staffing Manager, DSBN
Brian Barker, President, ETFO Niagara
Your Principal, Your School