

Human Resources Officer, Elementary  
Ottawa-Carleton District School Board  
133 Greenbank Road  
Nepean, ON  
K2H 6L3

To Whom It May Concern,

This letter is to request the Board's consent to my retirement in order for me to begin receiving a pension from the Teachers' Pension Plan.

My planned retirement date is

I will perform no further paid duties after that time and I shall be entitled to receive from the Board all salary and benefits to me pursuant to the Act, Regulations and Collective Agreement. In particular, I will not be performing any paid duties from July 1 to August 31.

Sincerely,

c.c.