

Sample Retirement Letter

Our contract stipulates that the District must receive letters no later than February 15th.

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*Date*

Dr. James D. Mapes  
Superintendent of Schools  
960 Hastings Street  
Baldwin, NY 11510-4798

Dear Dr. Mapes:

Please accept my resignation as a teacher in the Baldwin School District, effective June 30, year. This resignation indicates my intent to retire on July 1, year in accordance with the provisions of the New York State Teachers Retirement System and is consistent with receiving the negotiated retirement benefit based upon the number of accumulated unused sick leave days and years of service as a teacher in Baldwin.

*Personal message (if any):*

Sincerely,

*Sign, and print name and school*

Please acknowledge receipt and return. \_\_\_\_\_ Date: \_\_\_\_\_

cc: Rosemarie Coletti, Assistant Superintendent—Human Resources  
School Principal  
Baldwin Teachers Association

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NOTE: You may wish to send this as certified mail. Just be sure to allow enough time for it to be delivered by February 15th.

FILE: c:\WordXP\Retirement Letter Sample