

Return Address

City, Ontario

Postal Code

Date of Letter

Larry Piccinin
Senior Manager of Human Resources
Kawartha Pine Ridge District School Board
1994 Fisher Drive, Peterborough, ON
K9J 7A1

Dear Larry,

Please accept this letter as notice of my retirement from secondary teaching in the Kawartha Pine Ridge District School Board effective ***date of retirement***.

I would request that Human Resources forward a copy of the board's retirement information package, including information about the Sick Leave / Retirement Credit Incentive Plan and insured benefits. Thank you.

Sincerely,

Your Name

Current Work Site / School