

DATE

Name of Superintendent

Superintendent of Education
Algoma District School Board
644 Albert Street East,
Sault Ste. Marie, Ontario
P6A2K7

Dear **Name of Superintendent:**,

This letter is to request the Board's consent to my retirement effective **DATE (generally after a natural break in teaching)** under Article 7 of the Collective Agreement for 2014-2017. I am requesting that my last day of employment be **DATE**.

I will perform no further paid duties after that time and I shall be entitled to receive from the Board all salary and benefits due to me pursuant to the Act, Regulations and Collective Agreement (sick Leave gratuity).

(Optional addition "I consider it to have been an honour and a privilege to work at ADSB...")

Sincerely,

(Typed name under your signature)

Cc: _____, Director of Education, ADSB
_____, Principal, _____ Elementary School/Workplace
_____, President, Algoma AETFO