

**Sample: Letter of resignation providing early notification prior to May 31 for retirement June 30**

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Dear [Director of Education]:

I hereby submit my resignation for the purpose of retirement effective June 30, 20\_\_\_\_, subject to the condition that I shall receive the retirement gratuity (or incentive) as per the local collective agreement (or as per board policy) [clause or policy number].

Should I become ill prior to May 31, 20 \_\_\_\_ the termination of the contract of employment shall be deemed to be pursuant to (b) Article 7.5.6.3 of the Provincial Collective Bargaining Agreement and the effective date of the termination shall be altered in accordance with 7.5.6.3.

***[Insert personal comment regarding term with the division if you wish.]***

Sincerely,