

(Retirement letter to the school district)

Dear _____:

Please consider this my letter announcing retirement. My retirement will be effective on

_____.

Sincerely,

CC: Local Association President
Superintendent of Schools

NOTE: Check your local association contract. If that contract provides retirement benefits, add a paragraph to this communication requesting receipt of same.

Possible retirement rights may include:

1. Health Benefits
2. Severance Package
3. Payment for unused sick days
4. Retirement incentive
5. Years of service in district