**Sample:**

**Notice of retirement letter must be received by Human Resources one month prior to the date of retirement. (ie. May 31st for June 30th retirement date)**

**\*\* separate notice should be given to the STF for retirement purposes\*\***

Dear (Directors Name);

I hereby submit my resignation for the purpose of retirement effective June 30, 20\_\_ , as per Regina Public Schools Administrative Procedure 431.

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,

cc. Superintendent Human Resources.