**Sample:**

**To receive full (100%) division gratuity, a teacher must have 10 years experience prior to June 30th 2016 with the division and this letter must be received by RBE Human Resources by the end of December. (10% reduction each month late)**

Dear (Directors Name);

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 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.