**Sample: Letter of Resignation providing early**

**notification prior to May 31 for retirement June 30. NOTE: this letter must be received by RBE Human Resources by the end of December in the year you are planning on retiring in order to receive 100% of the RBE retirement gratuity.**

Dear Mrs. Julie MacRae;

I hereby submit my resignation for the purpose of retirement effective June 30, 2015, 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, 2015 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,