



## **Retirement Letter Template**

– May be sent via courier or email from your DSBN account

To: [Michael.StJohn@dsbn.org](mailto:Michael.StJohn@dsbn.org)

Cc: [Natalie.ceglie@dsbn.org](mailto:Natalie.ceglie@dsbn.org); [yourprincipal@dsbn.org](mailto:yourprincipal@dsbn.org);

[Shannon.Smith@d22.osstf.ca](mailto:Shannon.Smith@d22.osstf.ca)

Bcc:

Re: Retirement Notice

Dear Mr. St. John,

Please accept this letter as my notice of retirement, effective June 30, 2025 <or your chosen date>. The date of your retirement must be the end of a month.

If you have a gratuity, please indicate this and that you want any information about it to be sent to you.

If you wish to be considered for the Occasional Teacher roster, you may request that and ask information.

If you want to write anything else in your letter, please feel free to do so.

Your name