

June 30, 20__

Stephen Sliwa
Upper Canada District School Board
225 Central Avenue West
Brockville, ON., K6V 5X1

Dear Stephen:

In compliance with the requirements of the Ontario Teachers' Pension Plan Board, I would like to inform you of my intention to retire effective YYYY/MM/DD. According to normal Board practice, I will be performing no paid teaching duties after that time.

My retirement is based upon the understanding and agreement that the Board shall provide me with all salary, benefits, and retirement gratuity due to me pursuant to the Act, Regulations, and the Collective Agreement.

I would appreciate confirmation, in writing, of your acceptance of my intention and of the terms which I have stated. I also give you permission to release any information that is required by the Pension Board in processing my pension.

(you may wish to add personal comments)

Sincerely,

CC: ETFO – office@etfo-ucl.on.ca

Note: please inform ETFO-UCL also.