

*(insert date)*

Mr. Warren Hoshizaki  
Director of Education  
191 Carlton St.  
St. Catharines, ON L2R 7P4

Dear Mr. Hoshizaki:

This letter is to request the Board's consent to my resignation for purposes of retirement as of *(insert date)*.

I will perform no further paid duties after that time and I am entitled to receive from the Board all salary and benefits due to me pursuant to the Act, Regulations and Collective Agreement.

*(insert any other thoughts etc. . . . that you may wish to include).*

Sincerely,

*(insert your name)*  
*(insert your school/site)*

cc Jim Morgan, Superintendent  
*(insert your Principal's name)*  
ETFO Niagara