

Retirement Bonus Template Letter

Suggested wording for resignation letter and application for the retirement bonus. This letter must be sent to the SBO before May 1st.

<Your name>

<Your address>

<Superintendent's Name>

Superintendent

SD#33 Chilliwack

<Date>

Dear <Superintendent's Name>,

In accordance with Article B.20 of the Collective Agreement, please consider this letter as formal application for the retirement bonus with a resignation date effective June 30, <current year>. I meet the requirements as set out in the above mentioned contract article.

My resignation is dependent upon my receiving the bonus. I understand that the applications are processed at the first School Board Meeting in May and I will be notified after that time.

Thank you in advance for your attention to my request.

Yours truly,

<Your name>

cc CTA President