**Retirement Letter Template:**

*Please fill in the yellow sections then send the information to your Superintendent and carbon copy your principal, director of schools, and the NBTA Staff Officer for Teacher Welfare Services.*

Month Day, Year

Mr/Ms XXXX XXXXXXXX

Superintendent, Anglophone School District – XXXXX

Address

City, NB

Postal Code

Dear Mr/Ms. XXXXXXXX,

I am writing to inform you of my intention to retire as of June 30, YEAR. I have thoroughly enjoyed my teaching career, but look forward to my retirement.

I give permission for my employer to release my name as a retiree to the local NBTA Branch.

Yours sincerely,

Teacher Name

Name of School

Cc. Mr. Michael Ketchum, NBTA

 Mr/Ms. XXXXX XXXXX, Principal

 Mr/Ms. XXXXX XXXXX, Director of Schools