

SAMPLE: LETTER OF RESIGNATION FOR THE PURPOSE OF
RETURNING TO WORK WITH THE SAME SCHOOL
DIVISION

Rewrite by selecting the options appropriate to your situation.

Dear [Director of Education]:

I hereby submit my resignation for the purpose of retirement effective [insert specific date] subject to the following condition(s):

That I shall receive the retirement gratuity (or incentive) as per the local collective agreement (or as per board policy) [clause or policy number].

and

That the _____ School Division No. ____ shall offer me a

i) temporary contract for the period _____ to _____ ,

or

ii) replacement contract for the academic year 20____ to 20____ ,

or

iii) continuing contract for the period commencing _____ .

The contract of employment is subject to the terms of The Education Act, 1995, and forms part of this condition.

[Insert personal comment regarding term with the division if you wish.]

Sincerely,