Your address

Your city, province, postal code

Your non-BWDSB email

Your phone number

Your employee ID number

Your work location

Date

Cynthia Lemon

Executive Officer Human Resources Services

Bluewater District School Board

351 First Avenue North

Box 190

Chesley, ON N0G 1L0

Dear Cynthia Lemon:

Please accept this letter as formal notification that I am retiring from my position with the Bluewater District School Board on (*date*), contingent upon the receipt of my gratuity *(if applicable).*

Sincerely,

Written Signature

Your Typed Signature

cc: Your Principal

Betty-Jo Raddin, TBU President