

**EXAMPLE OF A NOTICE OF RETIREMENT**

Date \_\_\_\_\_

School Board     Riverside School Board  
Address            7525, Chemin de Chambly  
                         Saint-Hubert (Québec) J3Y 5K2

Director of Human Resources

Ms Wendy Bernier

Notice of Retirement

This letter is to inform you of my intention to retire as of \_\_\_\_\_  
(date)

My last day of work will be: \_\_\_\_\_

Would you please prepare and send to me the appropriate forms to complete and sign. I would like to send these documents to the CARRA as soon as possible. If any other documents are required, please let me know.

Sincerely,

\_\_\_\_\_  
(signature)  
(Name typed or printed)

c.c. Riverside Teachers' Union  
QAPT