SAMPLE retirement letter – DUE March 1st

Today’s Date

Dear Superintendent Mrs. Warden,

Please accept this letter as notice of my intention to retire on (date, ex June 30, 2020). I am eligible for unused sick leave days reimbursement. \*

Sincerely,

Your name signed

Your name printed

\*If you are NOT eligible for sick day reimbursement, do not include that sentence. If you are partially eligible, you may write that.

FYI:

Upon retiring from the District at the age of 55 or over, a unit member with 20 years or more of credited service in a New York Retirement System will be paid 50% of the last year’s daily rate for all unused sick leave days accumulated beyond 60 days with the maximum liability to the District of $15,000. Employees must make the decision to leave by March 1st of their retirement year, and once the decision to leave is made it is irrevocable.