

SAMPLE RETIREMENT LETTER

DATE

Ms. Regina Armstrong
Interim Superintendent of Schools
185 Peninsula Boulevard
Hempstead, New York 11550

Dear Ms. Armstrong,

Please accept my resignation as a teacher in Hempstead School District, effective June 30, **[YEAR]**. This resignation indicates my intent to retire June 30, **[YEAR]** and receive in my designated tax deferred account, the negotiated retirement benefit based upon the number of accumulated unused sick leave days and years of service as a teacher in Hempstead School District.

[ADD YOUR PERSONAL MESSAGE HERE IF YOU WISH TO DO SO.]

Sincerely,

SIGN and PRINT NAME and SCHOOL

Cc: Rodney Gilmore, Ed. D. Associate Superintendent for Human Resources
[YOUR BUILDING PRINCIPAL's NAME]
Nicole Brown, President, Hempstead Classroom Teachers Association

**IT IS ADVISABLE THAT YOU SEND THIS LETTER VIA CERTIFIED MAIL.
BE SURE TO ALLOW ENOUGH TIME TO MEET THE REQUIRED MINIMUM
30-DAY NOTIFICATION OF RETIREMENT.**