NOTICE OF RETIREMENT

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Riverside School Board

7525, chemin de Chambly

Saint-Hubert (Québec) J3Y 0N7

Hélène Coupal, Director of Human Resources,

This letter is to inform you of my intention to retire as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My last day of work will be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Address:

cc Riverside Teachers’ Union

QPAT