

Geri Loukes

Manager of Employee Relations/Services

Durham District School Board

400 Taunton Road East

Whitby, Ontario

L1R 2K6

Dear Ms. Loukes:

I intend to retire from my employment as a teacher with the Durham District School Board, effective _____. I wish to collect my retirement gratuity at the earliest possible date [or, I wish to defer collection of my gratuity until _____]. I have been in contact with the Ontario Teachers' Pension Plan Board to ensure my eligibility to receive a pension and have enclosed a recent pension statement. Please provide me with information on transferring my retirement gratuity payment into an RRSP.

I would also like information regarding benefits available to retirees through the DDSB.

Please forward any documentation the Durham Board will require to complete this process.

Sincerely,

cc Mark Joel, Superintendent of Education/Operations