

# ***ALGOMA DISTRICT ELEMENTARY TEACHERS***

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*Main Office: 123 March St., Suite 106, Sault Ste. Marie, Tel: 942-3379 Fax: 942-1054*

## **SAMPLE LETTER OF RESIGNATION**

DATE

\_\_\_\_\_  
Superintendent of Education,  
Algoma District Board of Education,  
644 Albert Street East,  
Sault Ste. Marie, Ontario  
P6A 2K7

Dear \_\_\_\_\_:

This letter is to request the board's consent to my retirement as of \_\_\_\_\_ under Article 7 of the Collective Agreement for 2014-2017, in order for me to begin receiving a pension from the Teachers' Pension Plan. I am requesting that my last day of teaching be

\_\_\_\_\_.

I will perform no further paid duties after that time and I shall be entitled to receive from the board all salary and benefits due to me pursuant to the Act, Regulations and Collective Agreement- (sick leave gratuity).

(You may wish to add personal comments as well)

Sincerely,

### **\*\*Note: For your information:**

One should be alerted that OTIP LTD is a form of income protection for members. The agreement with OTIP states that if there is an approved LTD claim, one may be on LTD until age 65 or a 66% unreduced pension. This would mean that if you intend to retire with a 55% unreduced pension that you would be eligible to have this form of income protection through LTD until your pension reaches 66% or age 65. According to the most recent collective agreement, members can only withdraw from making LTD payments when they have reached a 66% unreduced pension since at that point they are no longer eligible for LTD benefits. Members can no longer opt out before that time; this is designed to protect members.

cc: Lucia Reece, Director of Education, ADSB  
Doug Coulter, President, ADETFO