



# HUMAN RESOURCE SERVICES

556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone: (250) 475-4191 / Fax: (250) 475-4113

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TO: Director  
Human Resource Services  
hrs@sd61.bc.ca

DATE: \_\_\_\_\_

RE: **INTENTION TO RETIRE**

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Please accept this letter as official notification of my intention to retire, effective

\_\_\_\_\_  
Sincerely,

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Legal Name

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Signature

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Employee Number