

HUMAN RESOURCE SERVICES

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

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

DATE: _____

RE: **INTENTION TO RETIRE**

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

_____.

Sincerely,

Legal Name

Signature

Employee Number