March 7, 2019

John Doe, Principal

High School

123 Any Street

Sudbury, ON

P3B 1B1

Dear John:

Please be advised that I will be retiring from my teaching position, effective June 30, 2019.

It has been a pleasure to have been employed by the Rainbow District School Board for the past 100 years. Teaching young adults has been a rewarding experience. I look forward to my retirement and pursuing my passion for sky-diving.

Sincerely,

My name.

cc: \_\_\_\_\_\_\_\_\_\_\_, Superintendent

Tiffany Batchilder, Manager of Human Resources